

FRAMEWORK AGREEMENT SCHEDULE 4

ORDER FORM/ WORK PACKAGE ORDER

FROM

Authority	Secretary of State for Environment, Food and Rural Affairs
Address	Defra Group Commercial 3 rd Floor, Mallard House 1-2 Peasholme Green York YO1 7PX
Contact Ref:	Phone: [REDACTED] Email: [REDACTED] Defra.Gov.uk
Order Number	Ref: ecm_62837
Order Date	4 th November 2021

TO

Contractor	University of Gloucestershire
For attention of:	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED] s.ac.uk
Address	The Park Cheltenham Gloucestershire GL50 2RH

1. SERVICES REQUIREMENTS

(1.1) Services [and deliverables] required:

The Authority is the UK Government Department responsible for the environment, food and farming and rural affairs. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information on the Authority can be found at: [Natural England](#)

1. Background

The framework for monitoring and evaluation of the Countryside Stewardship Facilitation Fund (CSFF) is focused on measuring the added value of the Facilitation Fund above and beyond the environmental benefits of individual group member Countryside Stewardship (CS) agreements. The potential added value relates to coherence and scale effects of CS options taken up due to the collaborative approach. In addition, wider socioeconomic benefits may be generated by working together in a group.

Phases 1 and 2 of the evaluation of the CSFF provided a scoping study of the introductory phase of CS and an initial evaluation of the effectiveness of the CSFF, with respect to both quantitative (environmental) and social capital outcomes. The first part of the Phase 2 project highlighted the need for data collection to allow rigorous monitoring and evaluation of group engagement and objectives, particularly the need for spatial data. A framework to assess group

activity for monitoring was then developed which was reviewed and further refined in Phase 3. Phase 3 had specific objectives to evaluate the benefits Facilitation Fund groups offer, measured against natural capital and social indicators with a particular focus on contributions to nature recovery and ecological restoration.

The existing monitoring and evaluation framework provides a method of evaluating the added benefit of CSFF groups. It was intended in Phase 3 to apply the framework to new data on the existing 98 groups and the 38 new groups joining in 2020; together these groups have just under 4,000 members. This evaluation will now be done as part of Phase 4.

This fourth phase seeks to apply the monitoring and evaluation framework to include the groups who started in 2020, review and update the spatial analysis of what the current CS agreements within Facilitation Fund Groups are achieving, and the gaps in and around each group to identify opportunities for expansion or encouraging group creation in that area. It also aims to capture some of the narrative from experience with regard to the benefits (or not) of being part of a group together with an assessment of the use of technological aids and how these have helped or hindered progress of groups' ambitions and the well-being of their members.

The reports from previous phases of CSFF monitoring and evaluation are published by Defra Science and Research:

Phase 1

(<http://randd.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&ProjectID=20020&FromSearch=Y&Publisher=1&SearchText=Facilitation>)

Phase 2

(<http://randd.defra.gov.uk/Default.aspx?Module=More&Location=None&ProjectID=20130>)

Phase 3

(<http://randd.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&ProjectID=20367&FromSearch=Y&Publisher=1&SearchText=LM04101&SortString=ProjectCode&SortOrder=Asc&Paging=10#Description>)

NB. These links may work best when using Chrome or Edge Browser.

2. Project aims

The overall aims of this project are to:

1.
 - a. Map the spatial coherence of all CSFF groups and
 - b. Test their potential to restore and create habitat at scale sufficient to secure an increase in biodiversity (habitat/species) in line with Nature Recovery (NR) ambition, using the methodology developed in Phase 2 and Phase 3
2. Test whether the incidence of agreement non-compliance (breaches) is lower when the CS agreement holder is a member of a CSFF Group compared to those that are not part of a group i.e. is compliance with the requirements of a CS agreement aided by being part of CSFF Group?

3. Capture qualitative examples illustrating if being part of a CSFF group has helped maintain resilience and wellbeing of group members or not e.g. through Covid-19, changes in agricultural support, climate change etc.
4. Review how groups have used technology, both in terms of technical support (e.g. Geographic Information System (GIS)/online tools) and collaboration support (e.g. use of Zoom/teleconferencing/video) and to identify whether this should be aided and in what way. For example, by a national collaboration hub to share good practise and 'how to' examples or for swift transmission of important information, or alternatives such as developing new or using existing networks and/or face to face events locally/regionally.

3. Key tasks

To meet these aims the successful bidder will be required to complete the following tasks:

Task 1 – Map the spatial coherence of groups and test their potential to restore and create habitat at scale sufficient to secure an increase in biodiversity (habitat/species) in line with Nature Recovery ambition.

The CSFF Phase 2 evaluation (Jones et al., 2019) created a WebMap tool that allows the viewing of parcel-level information of Facilitation Fund group members. The WebMap layers were updated during Phase 3 with the latest available membership information (up to April 2019) and layers displaying the natural capital contribution of group members across England.

Method

- 1.1 Apply previously developed monitoring framework and spatial coherence approach CS/Environmental Stewardship (ES) Option analysis to update and refresh WebMap with new groups and new members:
 - Derive a current spatial dataset of parcels on CSFF group members' holdings, identifying land in CS and ES agreements and parcels not under agreement but included within the CSFF group's area.
 - Compare with the Phase 3 CS/ES parcel data and record updates where new agreements have been put in place, expired or ES agreements have transitioned to CS.
 - Update the WebMap tool with the latest available details for new and existing groups and members.
- 1.2 Overlay refreshed CSFF WebMap with Priority Habitat Inventory (PHI), Natural Capital (NC), National Habitat Network and other data layers (to be agreed with the Steering Group by its second meeting but to include water quality and flood risk) to create a multi-layered map.
- 1.3 Analyse the type (e.g. Mid Tier, Higher Tier) and content of ES and CS agreements aggregated for each group, at National, County and Natural England Area level. Conduct analysis using priority habitat typology and natural capital typology for CS developed in Phase 2 and Phase 3 CSFF monitoring & evaluation (see above); carry out opportunity

mapping by scoping the location and content of individual or group based agreements and testing the fit with what is required to identify areas and actions for future activity that could be filled by expansion of existing groups or creation of new groups (this task updates already existing datasets and adds in details for 2020 groups and any new agreement detail from 2019 – 2021 for all groups):

- Use updated details for all CSFF Groups to collate the agreement type and option content of ES and CS Mid Tier/Higher Tier agreements listed separately and also aggregated for each group, and at National, County and Natural England Area level;
- Conduct an analysis using priority habitat typology and natural capital typology for CS developed in Phase 2 and Phase 3 CSFF monitoring & evaluation for each Priority Habitat type and Natural Capital Indicator;
- Produce summary statistics including the number of groups, number of members, how many have Agri-Environment (AE) agreements and how many do not have AE agreements, CS/ES Options and extent of priority habitat and natural capital stock.
- Illustrate (WebMap) and tabulate (spreadsheet) FF Group members Options as Priority Habitat and Natural Capital indicators to aid development and analysis of individual or potential group based agreements;
- Identify if current CSFF Groups have potential for either a group-based (collective) CS agreement or a pilot Environmental Land Management (ELM) agreement (under Nature Recovery or Landscape Recovery schemes) that would contribute to Nature Recovery ambition;
- Apply a spatial gap analysis to identify potential non CSFF areas, sites and locations of opportunity where no activity is present and where targeted action, such as expansion of an existing CSFF group or where a group or neighbouring groups could identify mutual objectives for a new CS or group agreement within the (Landscape Recovery scheme). Identify any gaps spatially and quantitatively, highlighting potential areas and habitat/Natural Capital types for future activity, e.g. woodland creation, wetland restoration etc
- Test/sense check the potential for these sites and locations with area-based staff in Environment Agency/Forestry Commission/Natural England (including Nature Recovery Network leads).

Task 2 - Test whether the incidence of agreement non-compliance (breaches) is lower when the CS agreement holder is a member of a FF Group compared to those that are not part of a group

Method

Using Rural Payments Agreement (RPA) inspection reports from a sample of CS agreements within CSFF groups and comparable CS agreements managed by non CSFF group members (by geographic location, types of option and scale), compare levels of compliance between the two by reviewing frequency, type and cause of non-compliance.

Data from RPA required for samples of CSFF and non- CSFF group members and compliance issues.

Tasks 1 and 2 are expected to take up approximately 50-60% of total project resource, with Task 1 being the primary element, Task 2 is a smaller statistical analysis identifying potential trends or not.

Task 3 – Capture qualitative examples illustrating if being part of a CSFF group has helped maintain resilience and wellbeing of group members (or not if lessons can be learned from negative experiences, such as the Group deciding not to continue) e.g. covid, change in agricultural support, climate change, and/or other issues faced.

Method

Devise a community wide online survey for all CSFF group members of up to 10 questions (to be agreed with the Steering Group/Natural England Project Manager) to capture feedback on how membership of the group has impacted resilience and wellbeing

Select a sample of at least 20 for follow up telephone interview with more detailed questions, selection to be representative of geographical spread and types of group. Maximum of 1 hour per telephone interview. Sample and questions to be agreed with Steering Group/Project Manager.

Analyse responses to identify benefits/disbenefits of CSFF group membership and their causal factors. To include qualitative examples and consider geographic location, size of group, type, number of years it has been established, facilitator type etc.

A survey will require approval from Defra Survey Control.

Task 3 is expected to take up approximately 20-30% of total project resource.

Task 4 – Review how groups have used technology, both in terms of technical support (e.g. Geographic Information System/online tools) and collaboration support (e.g. use of Zoom/teleconferencing/video) and to identify whether this should be aided and in what way. For example, by a national collaboration hub to share good practise and ‘how to’ examples or for swift transmission of important information, or alternatives such as developing new or using existing networks and/or face to face events locally/regionally.

Method - Use a combination of community wide survey and interview to capture the range of approaches that have been used to good effect (or not), e.g. use of social media, Zoom, other digital products, to aid collaboration and cooperation and other digital tools.

Develop and conduct a survey across all groups of up to 10 questions to address the key research questions.

Select a sample of at least 20 for follow up telephone interview with more detailed questions, selection to be representative of geographical spread and types of group. Maximum of 1 hour per telephone interview. Sample and questions to be agreed with Steering Group/Project Manager.

The survey and interviews need to determine views of Facilitators and Non-Governmental Organisations (NGOs) involved in the CSFF as well as group members i.e. the views of the Facilitator and NGOs reflecting their need(s) from their perspective, a farmer/sole trader may have a different requirement to an employee of a National Park or NGO.

Analyse the results to assess the range, uptake and effectiveness of the different approaches, including strengths and weaknesses and identify best practice examples. Groups status and size, members attendance and participation in group events may also be an indicator of effectiveness and an important baseline.

Identify ways in which the use of technology can be supported to enhance engagement and effectiveness within CSFF groups. To include an assessment of how a national collaboration hub might assist – the potential scope, mode of operation and indicative costs (set up and maintenance) of a hub as well as alternative approaches

A survey will require approval from Defra Survey Control.

Task 4 is expected to take up approximately 20% of total project resource

4. Project management

The contract will be let and completed in the 2021/2022 Financial Year. Tasks 1 - 4 will be completed by 31 March 2022.

The Contractor shall appoint a project leader. The project leader will be responsible for the management and delivery of the project and will act as the liaison point with the Natural England project manager.

The Contractor's project leader will be responsible for:

- a. maintaining a project plan, communications plan and risk register, to conform with an established project management framework, and agreeing and reporting on these to the Project Steering Group;
- b. reporting on progress to the Natural England project manager via a monthly progress report and telecall;
- c. convening Project Steering Group meetings (format to be agreed at inception meeting) at appropriate points during the project, including the project inception meeting. Face to face meetings will occur in Natural England/Defra offices (location to be agreed);
- d. the organisation of Project Steering Group meetings, secretariat, production of a record of the meetings and its circulation to the group;
- e. sending a short (no more than 1 page A4) written progress update to the Natural England project manager once a month. The form of these updates will be agreed at the inception meeting. The contractor must produce and update a risk assessment analysis of each stage of the works;

- f. liaison with the owner/agreement holder to arrange a suitable time to complete telephone surveys. Ensuring all surveyors understand and apply the method consistently.

Natural England will:

- a. establish a steering group to oversee the contract including representatives from Natural England and Defra and other relevant partners;
- b. provide contact details for the survey participants and draft an initial letter for the contractor notifying selected Facilitators of the intention to survey and seek their involvement;
- c. supply all relevant agreement data required for interpretation and analysis.

A project initiation meeting between NE and the contractor will be required within 2 weeks of the Contract Start Date to agree the following:

- Provision of data
- Access/contact details
- Deliverables
- Milestones
- Interim payments
- Claims for payment
- Report production and publication
- Project sign-off
- Dissemination of information

The Contractor will be expected to agree any variations to the project specification with the project panel.

This project will be overseen by a project steering group made up of Natural England, Defra (and others if applicable) and will meet at least 3 times throughout the course of the project as follows:

- once at the project inception stage (to be held within 2 weeks of the Contract Start Date); and then
- twice thereafter, once for progress update, and second following completion of Tasks 1-4 ahead of inputting to draft report.

A final meeting will be held once the draft report has been delivered, where the results can be discussed and the dissemination webinar outline agreed.

5. Resources

The project is expected to start mid-November 2021 and finish **no later** than 31 March 2022.

Research contracts are let on a firm price basis (excluding VAT). This is an all-inclusive price for the contract and, so long as the scope of the contract remains the same, it is not subject to any review, amendment or alteration.

6. Milestones

The contractor will be required to deliver against the following milestones:

- Project inception meeting to be completed within 2 weeks of the Contract Start Date.
- A minimum of three steering group meetings thereafter.
- Update and report on progress of each task to be provided monthly.
- A final meeting once draft report completed for Steering Group comments/approval
- A draft final report (with an accompanying draft 2-page summary) submitted to the Project Steering Group for review by 15 February 2022. A meeting to present/discuss the results will be arranged soon afterwards. This should include full analysis, conclusions and discussion on the data collected against the requirements.
- The finalised, peer-reviewed report - including an executive summary and accompanying final 2-page summary (see example at Annex 1) - provided to Natural England by 31 March 2022.
- A webinar outlining the main results of this project produced and presented to NE, Defra Policy and other interested bodies. The webinar will also be recorded for Natural England's skills port to deliver wider dissemination within Natural England and Defra.

Natural England must be given opportunity to comment on draft final reports. The appointed contractor will be responsible for ensuring both the quality of the work as well as the presentation of the material (e.g. proof reading, ensuring clear English). The appointed Contractor is also to be aware that Natural England requests acknowledgement in the publication (including oral presentations) of its funded research, and that the project manager is notified at least two weeks prior to publication.

7. Surveys

As a survey is to be undertaken as part of this study, approval will need to be gained from the Survey Control Liaison Unit (SCLU) in Defra. Any structured approach made by or on behalf of the Government in order to obtain aggregated data is classed as a statistical survey and should

be referred to Defra's Survey Control Liaison Unit (SCLU). This also applies to customer satisfaction surveys.

Exceptions are:

- surveys addressed to respondents in central Government or its Agencies (e.g. staff surveys);
- surveys where the respondents select themselves without a direct approach from us, e.g. surveys carried out via a website;
- readership surveys where a questionnaire is sent out together with the material concerned;
- consultation exercises where there is an invitation to comment generally rather than a structured list of questions;
- surveys addressed to the general public (as opposed to ones which contact people in their business capacity). However, SCLU need to be advised so that the survey can be registered on the Department's record and included in the Annual Report to Ministers; and
- surveys to fewer than 25 respondents.

NE and Defra are strongly committed to minimising the burden they place upon businesses and local authorities. As a result proposals for new surveys must be assessed by the Survey Control Liaison Unit (SCLU). In order to undertake the survey of Facilitation Fund agreement holders proposed as part of this project, approval will need to be gained from the SCLU. NE will make the initial application, but, following outline approval the successful contractor(s) will be required to provide a draft questionnaire to be agreed and approved. A period of at least 6 weeks should be built into the project plan to accommodate this survey approval process.

It is the responsibility of the Contractor to ensure that the survey is provided in accordance with the time requirements of this project for SLCU approval

8. Outputs

The Contractor is required to deliver a number of outputs.

All reports should be provided in MS Word and PDF format. Databases and spatial data should be supplied in a form to be agreed with the Project Steering Group.

The following outputs must be delivered:

- Output 1 - provide the Natural England project manager with updates of progress on a monthly basis (format of updates to be agreed in the project inception meeting).
- Output 2 - A draft report of the results of Tasks 1-4 will be submitted to the Steering Group meeting (format to be agreed at the Project Inception meeting) by 15 February 2022.

- Output 3 - A final, peer reviewed report to present the results obtained from the project by 31 March 2022. The format of the presentation of this report will be agreed between the project manager and project leader. Natural England requires the opportunity to comment on draft Final Reports (see Section 9). Contractor should be aware that Natural England and Defra intend to publish final reports.
- Output 4 - A 2-page summary document detailing key aims, outcomes and conclusions of Phase 1 and Phase 2 of the project (to be produced using the template Annex 1, see ITT 9264 attachments also replicated below)
- Output 5 - An infographic to be developed with the NE project manager showing key findings of the project.
- Output 6 - A presentation of final results (by webinar) to key Natural England, RPA, EA, FC and Defra staff.

9. Peer review

Output 3 is to consist of a comprehensive, externally peer-reviewed final written report suitable for publication as a Defra science report, covering all objectives and tasks of the project. The contractor will be responsible for arranging peer-review of the final report by 2 appropriate reviewers, to be agreed with the Project Steering Group.

For carrying out the peer review Natural England will provide:

- a. A form for peer reviewers to complete to guide them through key questions
- b. A declaration for reviewers to sign regarding the use of confidential information and any conflicts of interest

There should be a minimum of two peer reviewers and they must be independent of organisations working on the project. A cost for peer review should be itemised in the tender. This should take into account staff time to organise the peer review, staff time to edit reports in light of the reviews (subject to steering group agreement) and cover costs for reviewers if required.

Natural England and Defra require the opportunity to comment on draft final reports (allow a minimum of 4 weeks). The report must be finalised by 31 March 2022, therefore a first draft must be submitted by 15 February 2022 to allow time for review and revision.

10. Data management

To facilitate the project aims, Natural England's Data Services team will liaise with the successful contractor to generate a contractor data licence, if required.

Data will be supplied to the successful contractor via secure data sharing in a format to be agreed with the contractor and Natural England's data services / Geographic Information System team.

Natural England will provide a preliminary list of agreements. The contractor will identify the survey sample and contact information will be supplied by Natural England via a secure sharing format.

All agreement information provided to the contractor for the purposes of this project, shall be kept securely, confidentially and disposed of in a secure manner at the end of the project. It must not be used elsewhere without prior consent.

Any personal data collected is covered by the current data protection legislation. For additional information regarding the use of any personal data which is collected, including your rights of access to your data, please refer to the following Privacy Notice: <https://www.gov.uk/guidance/rpa-privacy-notices>

11. Property rights, publication and confidentiality

All data resulting from this project, project documents, Intellectual Property Rights and other materials will be the property of Natural England. In exceptional cases, the contractor may be able to share ownership of the IPR generated if an appropriate case is put forward.

All agreement information provided to the contractor for the purposes of this project shall be kept securely, confidentially and disposed of at the end of the project. It must not be used elsewhere without prior consent. The supplier will be required to follow Natural England's data protection policy and only act on information provided under our instruction.

Any data collected will be made openly and publicly available as per Natural England's Access to Information statement

(<http://publications.naturalengland.org.uk/publication/6430783876628480?category=5927398087327744>).

Natural England and Defra intend to publish the final project report as a Defra science report. The published report will be made available on the Natural England and Defra Science websites. It is likely to be shared directly with partners as part of regular liaison over the progress of Countryside Stewardship and wider RDPE Delivery.

Natural England encourages widespread publication and welcomes the use of appropriate trade press, peer-reviewed journals and sector-specific journals, but it is a requirement that all plans to communicate outcomes from funded research, including publications and oral presentations, are agreed with the project manager. The project manager will ensure Natural England and Defra QA requirements are met before publication or presentation.

The Contractor(s) will be responsible for ensuring the quality of the work, the presentation of the final report and any other material to be published.

(1.2) Commencement Date: 8th November 2021

(1.4) Completion Date: 31st March 2022

2. PERFORMANCE OF THE SERVICES [AND DELIVERABLES]

(2.1) Key Personnel of the Contractor to be involved in the Supply of the Services

[REDACTED]

(2.2) Performance Standards

(2.3) Location(s) at which Services are to be provided:

At Contractor's premises

(2.4) Standards:

(2.5) Contract Monitoring Arrangements

For the avoidance of doubt the services required are being provided under Framework Agreement 22707

3. PRICE AND PAYMENTS

(3.1) Contract Price payable by the Authority excluding VAT, payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))

£59,937.50

For full pricing schedule see Appendix 1

Payable by BACS

(3.2) Invoicing and Payment

The supplier shall issue electronic invoice in arrears following completion of appropriate milestones. Milestones to be agreed following project initiation meeting (see section 4 Project Management).

4. Invoicing Requirements

All invoices must be addressed to Defra and sent via email to your Project Officer.

BY APPROVING THIS ORDER FORM THE CONTRACTOR AGREES to enter a legally binding contract with the Authority to provide to the Authority and natural England the Services specified in this Order Form, incorporating the rights and obligations in the Call-Off Contract that are set out in the Framework Agreement entered into by the Contractor and Defra on [insert commencement date].

Electronic Signature

Acceptance of the award of this Contract will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000. Acceptance of the offer comprised in this Contract must be made within 7 days and the Agreement is formed on the date on which the Contractor communicates acceptance on the Customer's electronic contract management system ("Bravo"). No other form of acknowledgement will be accepted.

Appendix 1 – Pricing Schedule

Please provide a cost breakdown for each of the tasks listed in the table below:

No.	Item	Staff Grade	Day £ rate	No. of days	Total price (ex. VAT) £
1	Task 1	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div> <div>25437.5</div>
3	Task 2	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div> <div>3962.5</div>
4	Task 3	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div> <div>8725</div>
5	Task 4	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div> <div>8275</div>
7	Report write-up	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>

		■ ■	■ ■	■ ■	■ ■ 10475
8	Peer review		■	■	500
9	Travel & Subsistence				
10	Any other costs				
	Inception meeting	■ ■	■ ■	■ ■	■ ■ 2562.5
11	Total (exc VAT)	59,937.5			

[Title in the form of a question]?

Agri-environment monitoring theme: [INSERT THEME AREA]

What are the issues?

[insert text]

What are the aims of the project?

[insert text]



Figure 1: [caption text] (Source: [insert]) [Delete above picture and replace]

Which policy areas will the research inform?

[insert text]



Department
for Environment
Food & Rural Affairs

[REPEAT TITLE FROM PAGE ONE]

What are the results from the project and how will they be used?

[insert text which will automatically follow over to the second column]



Figure 2: [caption text] (Source: [insert]) [Delete above picture and replace]

Where can I find further information about this and related research?

[insert particulars to the contract on where details can be found]

Alternatively, please contact Defra's Sustainable Land and Soils Unit

Defra Science – did you know?

At any one time Defra manages over 1000 research projects covering a wide range of topics. For more information on current research see <http://randd.defra.gov.uk>.