



Department
for Environment
Food & Rural Affairs



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15th August 2024

COMMERCIAL IN CONFIDENCE

Environmental Training, Advice and Facilitation Framework

Environmental Training, Advice and Facilitation Framework Subject:	Natural England Programme Delivery Support
Lot:	Lot 2: Midlands
Area:	East & West Midlands
Contract Title:	Sustainable Farming Incentive/Countryside Stewardship Higher Tier Expanded Offer Advice Programme 2024
Contract Reference:	ETAFF AE Midlands01

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of the Sustainable Farming Incentive/Countryside Stewardship Higher Tier Expanded Offer Advice Programme 2024 for Lot 2: Midlands will commence on the 15th August 2024. Activities and payment details are summarised overleaf.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units		
Countryside Stewardship Higher Tier Online Event Webinar	31/01/2025	GiA	2		
Countryside Stewardship Higher Tier Online Event Webinar - *Maximum Potential Top Up Payment for up to an additional 10 attendees per event	31/01/2025	GiA	2		
ELM1: Countryside Stewardship Higher Tier Face-to-face Advice Session	30/06/2025	GiA	5		
ELM2: Countryside Stewardship Higher Tier Online Advice Session	30/06/2025	GiA	120		
ELM3: SFI Action Assessment & Approval (Endorsement)	15/07/2025	GiA	240		

NB: As per the ETAF Framework Management Manual, Section 3.3.2, *Uptake of Group Events will be assessed for each event and based on the attendance achieved against agreed capacity levels stated in the RfQ. Where attendance exceeds the target capacity, 1% of total event unit cost will be paid per additional attendee up to a maximum of 10 attendees per event. Unless stated otherwise in the RfQ.

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

1. The tender Request for Quotation dated 17th July 2024.
2. The tender specification issued in support of the Request for Quotation.
3. The tender submission of the Service Provider submitted to Atamis on 30th July 2024.
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 15/09/2025 (within 6 weeks of the contract delivery end date).

Upon receipt of the signed 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 acceptance via Atamis within 7 days of the date of the Award Letter.

Yours Sincerely



Annex A: Delivery Milestones

These comprise:

Deadline	Activity
15/08/2024	Delivery of the contract to commence.
31/01/2025	100% of the webinars are completed.
31/03/2025	50% of the ELM2 CSHT one-to-one advice sessions delivered. 50% of the ELM3 SFI Action endorsements completed and associated documents forwarded to NE.
30/06/2025	100% of the ELM1 & ELM2 CSHT one-to-one advice sessions delivered. 90% of the ELM3 SFI Action endorsements completed and associated documents forwarded to NE.
15/07/2025	95% of the ELM3 SFI Action endorsements completed and associated documents forwarded to NE.
31/07/2025	All contractual delivery completed.
15/09/2025	Final claim submitted to Natural England with all the associated claim supporting documentation as per the FMM.

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:
[REDACTED]
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