

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]
Order Number	Ref: ecm_53097
Order Date	19 September 2018

TO

Contractor	British Trust for Ornithology
For attention of:	Name: [REDACTED] Phone: [REDACTED] E-mail: applications@bto.org
Address	The Nunnery Thetford Norfolk IP24 2PU

1. SERVICES REQUIREMENTS

(1.1) Services [and deliverables] required:

Background and rationale

Reversing the decline in farmland bird populations was a targeted outcome of Environmental Stewardship (ES), and remains a key priority for the current Countryside Stewardship (CS) scheme. This reflects the fact that the state of farmland birds is an 'impact indicator' for agri-environment schemes (AES) at EU level, and that farmland bird populations are used as an indicator of progress with the England Biodiversity Strategy *Biodiversity 2020*. As a result, monitoring the response of key farmland bird species is a key element of the Defra/Natural England Environmental Land Management Schemes Monitoring and Evaluation Plan 2015-2020.

Since the start of ES in 2005, a number of projects have successfully evaluated the biological and behavioural responses of key farmland bird species to particular ES options (e.g. Chamberlain et al. 2009, Field et al. 2011), ES as whole (e.g. Davey 2010a & b, Baker et al. 2012, Siriwardena et al. 2014), the Higher Level Stewardship (HLS) tier of ES (e.g. Bright et al. 2015, Walker et al.

2018), and the effectiveness of packages of options targeted on turtle doves and declining farmland birds, in general. This multi-scaled approach is continuing within the current Monitoring and Evaluation Framework Contract relating to birds (Lot 5).

This RFQ is concerned with delivering a project that will investigate the bird-use of AES options deployed in arable/mixed farming landscapes during winter. At the same time, it will also investigate the use of relevant AES options by brown hare.

It is generally accepted that a lack of winter seed food resources is a key driver of the population trends in many declining seed-eating birds associated with English farmland in recent decades (Newton 2004). Deployment of AES options that deliver seed during winter (ie stubbles and wild bird seed mixtures) have been associated with positive responses in breeding density by these granivorous passerines (Baker et al 2012), and a number of site-based studies have shown that seed-eating (and other) birds make extensive use of such options (eg Field et al. 2011). However, several studies have also shown that planted wild bird seed mixtures are typically depleted of seed by mid/late-winter (eg Bright et al. 2014), and it is generally accepted that granivorous farmland birds suffer from a so-called 'hungry gap' during late winter/early spring period (Siriwardena et al. 2008), prompting the introduction of options that provide supplementary seed food into English AES from 2011. Furthermore, arable/mixed farming landscapes are inhabited by a range of other bird species during the winter (eg thrushes), and it is possible that the deployment of AES options (both boundary/margin as well as 'in-field) is affecting their distribution and abundance. This project provides an opportunity to undertake a broad-scale survey of all birds using arable/mixed farming landscapes in England, to assess how birds may be using relevant AES options and how this may be affected by landscape context and other variables (such as the location and condition of the habitats/food resources provided by the AES options).

The outputs from this mini-tender will inform specific elements of the Defra/Natural England Environmental Land Management Schemes Monitoring and Evaluation Plan, in particular, the formal review of ES in the context of the stated impact/result indicators (note: the key result indicator that this work will contribute to is 'Site/landscape level response of key species groups to management options', and the key impact indicator 'Trends in Farmland Bird Indicator'). The work will also provide vital evidence to inform the future operational delivery of CS, as well as delivery of Outcome 3 of *Biodiversity 2020* (which uses farmland bird populations as one of its indicators).

Objectives

1. Conduct surveys during November 2018 to March 2019, across a representative sample of England characterised by arable and mixed farmland, recording bird (and brown hare) abundance, habitat characteristics and the extent/quality of relevant AES options at appropriate scales.
2. Compare densities of birds (and brown hare) in relation to habitat and AES option extent and quality at appropriate scales.
3. Assess the extent to which bird- (and brown hare-) use has been influenced by habitat and AES option delivery.
4. Draw conclusions about how the design and operational delivery AES options designed to provide key habitats/resources for birds during winter might be improved.

The bird surveys should be conducted across the winter period to capture temporal variation in habitat and option use across the season. Your bid should specify the number of visits that will be made and the target number of sampling units that will be covered by the survey (and include a summary of any analyses that you have conducted to arrive at the target sample size, as appropriate). You should also describe the habitat character and option quality co-variables that you intend to collect at each sampling unit, and the methodology used to collect these data.

Duration

17 September 2018 – 30 September 2019.

The first phase of the project (completion of objective 1), is to be completed by 31st March 2019.

The second phase will be subject to confirmation of available funding for and successful delivery of the first phase. The second phase shall involve carrying out Objectives 2-4 (i.e. the analysis and write-up of outputs from Objective 1). Confirmation of the second phase will be communicated to the Contractor before March 2019 and confirmed by both parties via a change control note.

The Contractor should be aware that any work undertaken before an electronically approved CCN is approved by both the Customer and the Contractor is undertaken at the Contractor's own risk.

Outputs

The outputs of the project will be:

1. A digitised data set describing the bird- (and brown hare-) use of AES options deployed in arable/mixed farming landscapes during winter.
2. A final written project report, including an executive summary, which: (a) quantifies spatial and temporal patterns in bird- (and brown hare-) use of AES options deployed in arable/mixed farming landscapes during winter; (b) assesses the extent to which bird (and brown hare) use is influenced by habitat context and the location/quality of AES option delivery, and (c) makes recommendations about how the design and operational delivery AES-type options designed to provide key habitats/resources for birds during winter might be improved.
3. A 2-page summary note detailing key outcomes and conclusions of the project, to be produced using the standard template provided under the AESME Framework.
4. A presentation of final results to key Natural England and Defra staff (providing an opportunity to discuss the key findings).

Reporting and Milestones

1. A brief, interim report summarising progress with the survey element of the project (Objective 1) will be provided to Natural England by 15th March 2018.
2. A draft final report (with an accompanying draft 2-page summary) will be provided to Natural England by 15 August 2019 and a meeting to present/discuss the results will be arranged soon afterwards.
3. The finalised, peer-reviewed report, and accompanying final 2-page summary, will be provided to Natural England by 31 September 2019.

Natural England requires the 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. All reports should be provided in MS Word and PDF format.

The final report will be externally peer-reviewed (note: the contractor will be responsible for arranging peer-review by two appropriate reviewers, to be

agreed with the Natural England project officer) and be suitable for publication as a Defra science report. Tenderers should be aware that Natural England and Defra will publish final reports. The final report will be structured in a format that, if appropriate, facilitates rapid conversion into one (or more) papers suitable for submission to an appropriate peer-reviewed scientific journal.

Natural England is also happy to encourage widespread publication and welcomes the use of appropriate trade press, peer-reviewed journals, sector-specific journals and appropriate use of social media. Given a suitable platform, the results of the project should also be presented at relevant scientific fora. Note: If the findings of the work are deemed suitable, the contractor will aim to submit a manuscript to a peer-reviewed journal as soon as possible after completion of the report, co-authored by staff from the contractor and Natural England, as appropriate. A proposed timetable for submission of manuscript and publication timeline will be agreed with Natural England.

<i>Milestone</i>	<i>Date</i>	<i>Description</i>
1	1st Oct 2018	Survey publicised to surveyors and BTO members
2	1st Nov 2018	Field survey system operational and commencement of surveys
3	15 th Mar 2019	A brief, interim report summarising progress with the survey element of the project (Objective 1) sent to Natural England
4	31 st Mar 2019	Field surveys completed (Objective 1)
5	31 st May 2019	All field survey data collated and processed for analysis
6	15 th Aug 2019	A draft final report (with an accompanying draft 2-page summary) sent to Natural England - a meeting to present/discuss the results will be arranged soon afterwards
7	30 th Sep 2019	Finalised, peer-reviewed report and accompanying final 2-page summary, sent to Natural England

Project Management

The successful contractor will appoint a project leader who must have sufficient experience, authority to act on behalf of the contractor and time allocated to manage the project effectively. The contractor's project leader (CPL) will be responsible for the management and delivery of the project and will act as the liaison point, particularly liaison between members of any consortium, with the Natural England project manager (NEPM). The CPL will provide a short (no more

than 1 page A4), written monthly progress note. The form of these updates will be agreed in the inception meeting.

This project will be overseen by a project steering group made up of NE, Defra, and wider stakeholders as necessary. An initial project meeting between the steering group and members of the successful contractor's team will be required at the start of the project. This will focus on defining the questions and scope of the evidence review.

The CPL will speak to the NEPM at least monthly throughout the course of the project, and organise telecalls and two face to face meetings with the steering group, to be agreed with the NEPM. The CPL will be responsible for setting up these meetings, which will occur in NE/Defra offices.

Secretariat and production of minutes from meetings is the responsibility of the CPL, who will share meeting minutes with the NEPM.

IPR and data sharing

For the avoidance of doubt, all material and intellectual property rights existing prior to or in spite of the work carried out under this contract (including, but not limited to, any pre-existing data) shall remain the property of the originator.

It has been agreed that, for the purposes of this project and Work Package Order only, in reference to clause 21 of Framework Agreement, Natural England hereby agrees to joint ownership of Intellectual Property Rights of the field data that will be produced as part of the Services supplied under this Work Package Order.

All other data resulting from this project, project documents and other materials will be the property of Natural England

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>)

References

Baker, D.J., Freeman, S.N., Grice, P.V. & Siriwardena, G.M. 2012. Landscape-scale responses of birds to agri-environment management: a test of the English Environmental Stewardship scheme. *Journal of Applied Ecology* 49: 871–882.

Batáry, P., Dicks, L.V., Kleijn, D. & Sutherland, W.J. 2015. The role of agri-environment schemes in conservation and environmental management. *Conservation Biology* 29: 1006-1016.

Bright, J.A., Field, R.H., Morris, A.J., Cooke, A.I., Fern, J., Grice, P.V. & Peach, W. 2014. Effect of plot type, age and date on seed depletion and bird use of Wild Bird Seed Mixtures in England. *Bird Study* 61: 518-526.

Bright, J.A., Morris, A.J., Field, R.H., Cooke, A.I., Grice, P.V., Walker, L.K., Fern, J. and Peach, W.J., 2015. Higher-tier agri-environment scheme enhances breeding densities of some priority farmland birds in England. *Agriculture, Ecosystems & Environment*, 203: 69-79.

Chamberlain, D, Gough, S, Anderson, G, Macdonald, M, Grice, P, Vickery, J 2009. Bird use of cultivated fallow 'Lapwing plots' within English agri-environment schemes. *Bird Study* 56: 289–297.

Concepción, E.D., Díaz, M., Kleijn, D., Báldi, A., Batáry, P., Clough, Y. et al. (2012). Interactive effects of landscape context constrain the effectiveness of local agri-environmental management. *J. Appl. Ecol.*, 49, 695–705.

Davey, C, Vickery, JA, Boatman, ND, Chamberlain, DE, Parry, HR & Siriwardena, GM 2010a. Assessing the impact of Entry Level Stewardship on lowland farmland birds in England. *Ibis* 152: 459–474.

Davey, C, Vickery, J, Boatman, N, Chamberlain, D, Parry, H & Siriwardena, G 2010b. Regional variation in the efficacy of Entry Level Stewardship in England. *Agriculture, Ecosystems and Environment* 139: 121–128.

Field, R. H., Morris, A.J., Grice, P.V. & Cooke, A. 2011. The provision of winter bird food by the English Environmental Stewardship scheme. *Ibis* 153: 14-26.

Kleijn, D & Sutherland, WJ 2003. How effective are European agri-environment schemes in conserving and promoting biodiversity? *Journal of Applied Ecology* 40: 947-969.

Kleijn, D, Baquero, RA, Clough, Y, Diaz, M, De Esteban J, Fernandez, F, Gabriel, D, Herzog, F, Holzschuh, A, Jöhl, R, Knop, E, Kruess, A, Marshall, EJP, Steffan-Dewenter, I, Tcsharntke, T, Verhulst, J, West, TM & Yela, JL 2006. Mixed biodiversity benefits of agri-environment schemes in five European countries. *Ecology Letters* 9: 243-254.

Newton, I. 2004. The recent declines of farmland bird populations in Britain: an appraisal of causal factors and conservation actions. *Ibis* 146: 579-600.

Siriwardena, G., Calbrade, N.A. & Vickery, J.A. 2008 Farmland birds and late winter food: does seed supply fail to meet demand? *Ibis* 150: 585–595

Walker, L.K., Morris, A.J., Cristinacce, A., Dadam, D., Grice, P.V. & Peach, W.J. 2018. Effects of higher-tier agri-environment scheme on the abundance of priority farmland birds. *Animal Conservation* 21: 183–192.

(1.2) Commencement Date: 24 September 2018

(1.3) Completion Date: 30 September 2019

- Phase 1 to be completed by 31 March 2019
- Phase 2 will be subject to confirmation of available funding for, and successful delivery of, the first phase. The second phase shall involve carrying out Objectives 2-4 (i.e. the analysis and write-up of outputs from Objective 1). Confirmation of the second phase will be communicated to the Contractor before March 2019 and confirmed by both parties via a change control note.

2. PERFORMANCE OF THE SERVICES [AND DELIVERABLES]

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

If any changes in staffing are required this would be agreed in advance with the NEPM.



(2.2) Performance Standards

The report will be peer-reviewed as required in the specification provided as part of the Request for Quotation document.

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

British Trust for Ornithology premises at The Nunnery, Thetford, Norfolk, IP24 2PU

(2.4) Standards:

- Joint Code of Practice for Research
- 1998 Research Council statement on Good Scientific Practice
- UK Research Integrity Office Code of Practice for Research
- BTO quality procedures including:
 - Health and Safety Policy
 - Data Protection Act
 - GDPR Regulations

(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))

Phase 1 (Objective 1): £48,802.00

Phase 2 (Objectives 2-4): £28,919.25

For full pricing schedule, see Annex 1

Payable by BACS

Payment Profile:

Should Phase 2 go ahead, BTO will wish to suggest a further payment profile for Objectives 2-4.

(3.2) Invoicing and Payment

The Supplier shall issue an electronic invoice in arrears following completion of Phase 1 of the project.

Should Phase 2 go ahead, the Supplier shall issue a second electronic invoice in arrears following completion of this phase.

4. Invoicing Requirements

All invoices should be sent, quoting a valid purchase order number (PO Number), to: Accounts-Payable.neg@sscl.gov.uk or Shared Services Connected Limited, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ. Within 10 Working Days of receipt of your acceptance of this letter via Bravo, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to Accounts-Payable.neg@sscl.gov.uk or by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.

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 17 September 2018.

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.

Annex 1: Full Pricing Schedule

Pricing Schedule No.		Item	Staff Grade	Day £ Rate	No of Days	Total price (ex.VAT) £
1	Obj 1	Survey organization & data processing	Technical / Project Support			
1	Obj 1	Survey organization & online development	Technical / Specialist			
1	Obj 1	Management	Senior Project Manager			
1	Obj 1 total	-	-			
2	Obj 2	Analysis	Technical / Specialist			
2	Obj 2	Processing & interpretation	Technical / Specialist			
2	Obj 2	Management	Senior Project Manager			
2	Obj 2 total	-	-			
3	Obj 3	Analysis	Technical / Specialist			
3	Obj 3	Processing & interpretation	Technical / Specialist			
3	Obj 3	Management	Senior Project Manager			
3	Obj 3 total					
4	Obj 4	Interpretation	Technical / Specialist			
4	Obj 4	Management	Senior Project Manager			
4	Obj 4 total	-	-			
5	Reporting	Write-up across Objectives*	Technical / Specialist			
5	Reporting	Management	Senior Project Manager			
5	Reporting total	-	-			
6	Travel Obj. 1	-	-			
6	Travel Obj. 4	-	-			
6	T & S Total	-	-			
7	Other costs	Printing datasheets and instructions	-			

7	Other costs Total	-	-	-	-	
Total (exc. VAT)	-	-	-	-	-	£77,721.25

The above costs will be subject to VAT (totalling £15,544.25) at the current standard rates.

* Reporting task not split between Objectives because reporting has to integrate across them and there will only be a single report (aside from an interim, progress report on Objective 1 work alone).