



Department  
for Environment  
Food & Rural Affairs

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## **Appendix 2 – Call-Off Procedure:**

**for The Research, Development and Evidence Framework 1**

**Tender Reference: RDE562**

**RDE562: Natural Flood Management (NFM)  
Benefits estimation methodology**

**Date: 30<sup>th</sup> May 2024**

## 1.0 Request for Proposal

- 1.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot by the Project Manager of the Contracting Authority for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework				
REQUEST FOR PROPOSAL				
Project title:		RDE562: Natural Flood Management (NFM) Benefits Estimation Methodology		
Call off Reference:		RDE562		
Atamis project ref:		C24560		
Cost Centre Code: (For Admin Purposes Only)		10004417		
Date:		30 <sup>th</sup> April 2024		
Contracting Authority (Defra and its arms-length bodies etc)	Environment Agency			
Project Manager:		Phone number:		
Authorized by:		Email:		
Commercial Contact (if applicable):				
Project Start Date		30 <sup>th</sup> May 2024		
Project Completion Date		31 <sup>st</sup> March 2025		
For any projects over the direct award threshold, full competition is required (i.e. all contractors on the		Direct Award		Mini-comp x

Sub-Lot are invited to quote).				
Call off from Sub-Lot number (please tick)	5.2			
Proposal return date: <i>(no less than 10 working days from current date)</i>	14 <sup>th</sup> May 2024			

**Evaluation criteria:** The following assessment model will be used.

**Contractors:** Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.

<b>Quality</b>	<b>Weighting</b>	<b>70%</b>
<b>Price</b>	<b>Weighting</b>	<b>30%</b>

#### Quality Sub-Criteria Weightings: (Indicative only)

<b>Approach &amp; Methodology</b>	<p>The response gives confidence that the tenderer has a detailed understanding of the project, the technical challenges that need to be addressed and the capabilities required to deliver the project.</p> <p>The response identifies innovative solutions for delivering the project, including technical and project management innovation. The response should include an explanation of how further innovative solutions will be identified and developed during the lifetime of the project.</p> <p>The response clearly demonstrates an understanding of the end-users need for this research and how the products that it will generate will meet these needs. Suitable methods to ensure end-user take up are proposed.</p> <p>The method recognises the need to provide a proportional technique, suitable for cost effective implementation on smaller projects. Proposal describes a clear approach to support development of consensus around the new methodology.</p> <p>Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's</p>	<b>30%</b>
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	<p>specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.</p>	
<p><b>Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations</b></p>	<p>The proposed team includes a senior project manager with a demonstrable track record of delivering research projects and generating user focussed guidance.</p> <p>Proposal clearly demonstrates relevant past experience and includes sufficient technical expertise at the appropriate level needed to successfully deliver this project.</p> <p>The project team reflects the breath of skills required to deliver this commission successfully, including team members with extensive knowledge and experience of:</p> <ul style="list-style-type: none"> <li>• working in the field of Working with Natural Processes (WwNP)/Natural Flood Management (NFM).</li> <li>• producing spatial quantitative analysis and appraisal, particularly for NFM projects.</li> <li>• maximising the benefit of incomplete or limited datasets through reasoned analysis.</li> </ul> <p>CVs for all staff should be submitted to support the response and include a table showing the staff days expected to be spent on the project per task, this table should match the staff days in the cost proposal.</p> <p>Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.</p>	<p><b>30%</b></p>

<b>Project Management (including project plan)</b>	<p>The response includes a logical and workable project programme for delivery which identifies all the key project milestones and outputs and allows sufficient time for appropriate product review and assurance.</p> <p>The response should demonstrate how the project could be delivered as efficiently as possible to enable the Environment Agency to be able to use outputs as quickly as possible and seize opportunities/quick wins as they are identified throughout the project. A Gantt chart depicting a realistic but efficient programme should be included in the response.</p> <p>All main project risks are identified, and suitable mitigating actions developed. A suitable risk management process is suggested which will be live over the lifetime of the project.</p> <p>The proposal recognises the need for an end-user engagement and a communication plan which will be managed over the life of the project.</p> <p>Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.</p>	<b>20%</b>
<b>Risk:</b>	<p>Provided project risk register identifies relevant risks to project delivery and proposes mitigation measures that will address these in an adequate way.</p> <p>Response gives confidence that thought has been put into mitigating programme delivery risks, recognising tight timeline and potential large volume of case studies and published studies that may be identified through this review.</p> <p>Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's</p>	<b>10%</b>

	specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.	
<b>Sustainability – Mandatory</b>	<p>The Authority has set itself challenging commitments and targets to improve the environmental economic and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's <a href="#">sustainable procurement policy statement</a>.</p> <p>Within this context, please briefly explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organization's approach for this requirement.</p> <p>Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.</p>	<b>10%</b>

<b>Specification</b>
<p><b>1. Description of work required – overall purpose &amp; scope (including reporting requirements)</b></p> <p><b>1. Background</b></p> <p>This commission is a package of work that aims to improve our understanding of benefits and costs associated with Natural Flood Management (NFM) projects at a national scale to underpin our investment decisions.</p> <p>It will build on work previously undertaken to develop a prototype quantitative methodology to support economic evaluation of NFM projects across England. A key aspect of this methodology is that it does not require detailed bespoke modelling but instead provides estimates of likely economic benefits (both flood and wider natural capital benefits) for NFM projects based on a set of consistent credible but simple assumptions. Details of the prototyping work can be found in the attached report ('Quantifying the benefits of Natural</p>

Flood Management, Flood and Coastal Erosion Risk Management Research & Development Programme Technical Note, September 2023' [NFM Benefits Report for Tender.pdf]).

A key aim of this commission is to refine this methodology to enable improved benefit estimations for NFM projects across a broad range of geographies, including urban areas, low-lying areas and coastal margins which are all areas where the need for refinement of the prototype was identified. Consideration of existing flood risk management assets should also be incorporated in this update. For more details about the prototype tool performance and recommendations for improvements following initial piloting see attached report ('NFM Benefits Tool Evaluation Report, 24<sup>th</sup> January 2024' [NFM Benefits Evaluation Report\_Final.pdf]).

As with the prototype method it is expected that the tool will have a geospatial component which combines potential flood risk reduction benefits from flood risk mapping data and NFM opportunity mapping. It is also expected that an estimate of total potential damages avoided will be derived based on proposed NFM measures and their anticipated 'effective water storage'. Natural capital estimates are expected to be based around the [EHOV lite](#) tool in line with the methodology developed in the prototype stage.

There will be a need to develop a consensus amongst stakeholders around the method and provide clear justification, including identifying underpinning evidence for any required assumptions or simplifications, particularly those around proximity between areas at risk and NFM measures.

The refined methodology will have the following 5 primary uses which will need to be supported by this commission:

**NFM Programme Benefit Estimation**— provide flood risk reduction and natural capital benefit estimates of the 40 successful NFM projects (approx. 100 sites) in the [£25 million NFM Programme](#) to support their full business cases. This will provide an opportunity to pilot the refined method. There will also be a requirement to estimate benefits of a small number (up to 10) of coastal projects using a simplified method similar to that summarised in the attached report ('Coastal Benefit Methodology' [Coastal Benefit Methodology.pdf]). A brief file note will also be required to record the methodology for audit purposes.

**NFM performance metric** – provide options for a new metric that demonstrates the flood risk reduction benefits of NFM. This should include analysis of strengths and weaknesses of a limited number of suggested options and application of the preferred option to the NFM Programme projects.

**Flood and Coastal Resilience Innovation Programme (FCRIP) Benefit Estimation** – provide benefit estimates of 15 NFM projects within the FCRIP Programme to support a better understanding of the flood risk reduction and wider benefits achieved.

**Spatial targeting**— deliver 'heat maps' combining potential flood risk benefits with NFM opportunity to allow spatial targeting of future investment to support wider work (outside the scope of this commission) on a future national FCRM investment programme and for Environmental Land Management Schemes (ELMs). There is also a requirement to develop some typical costs estimates from the NFM Programme bid data as part of this

commission and some principles to determine the appropriate scale of NFM interventions in selected areas.

**Environment Land Management Benefit Estimation** – provide an automated process that implements the refined method to estimate NFM benefits across England that will be delivered through ELM funding (Sustainable Farming Initiative and Countryside Stewardship actions), given information on the location and scale of ELM NFM measures (perhaps in GIS). The approach should be designed and documented in such a way that it could be rerun on an annual basis.

It is expected that this methodology could form the basis of a national tool to support NFM business case development in the future. A project technical report will be required and will need to incorporate sufficient detail to allow the future update of appraisal guidance or business case templates (by others) if desired.

## **2. Objectives and deliverables**

Update the prototype method including spatial mapping to enable the improved quantification of flood risk and wider natural capital benefits of NFM measures implemented in a range of geographies at a catchment and /or project scale. Assumptions will be documented alongside rationale for these. Areas for further work to refine the approach will also be identified to help focus our work with partners, including leading academics to advance scientific knowledge in this rapidly developing area.

Specific objectives of the project will be:

1. Produce spatial 'heat maps' to underpin geographic targeting of NFM in areas with good opportunity and potential benefits to be available phased by region from July to November 2024. Provide some principles for determining the scale of NFM in 'hot' areas to optimise flood risk benefits.
2. By end September 2024 deliver typical cost estimates from the NFM Programme bids.
3. Pilot the refined method by providing an economic benefit analysis for the 40 projects (approx. 100 sites) in the NFM Programme by mid-August 2024 and for the 15 NFM projects in the FCRIP by December 2024.
4. Provide an automated methodology for assessing benefits of ELM measures across England by December 2024.
5. Provide options for a new national NFM metric to demonstrate the flood risk reduction benefits of implementing NFM projects across England by September 2024 and apply the preferred option to the NFM Programme project information.
6. Provide clear documentation of the work in a technical report by February 2025.
7. Provide an assessment of areas where further refinement of the science could support future development of an improved methodology for valuing the benefits by February 2025.

We will establish a technical working group (likely to be mostly specialist staff from EA & Defra) to support the development of the method. This group will be able to comment on technical content, key assumptions, appropriateness, and limitations of the methodology and deliverables proposed by the supplier. We may also develop a steering group to provide high level direction.

## **3. Methodology Technical Scope**



This project should review and update the tool and underpinning method, so the economic calculations are consistent with [HM Treasury Green Book](#) to provide consistent estimates of economic benefits of Natural Flood Management projects for use in spatial targeting of investment, cost benefit analysis and project business cases. methodologies, to consistently estimate the economic benefits of Natural Flood Management projects for use in spatial targeting of investment, cost-benefit analysis and project business cases.

It is expected that the tool and underpinning method:

- is able to be applied in a proportionate and scalable way meaning that the inputs can be tailored to match the overall size and cost of NFM.
- can be applied without needing to resort to detailed modelling.
- Will use workable assumptions to quantify the way different NFM interventions change the hydrological response of a catchment and hence reduce risk in a flood. These assumptions will underpin the updated methodology, be informed by the latest evidence, and have gained as much consensus as possible from the NFM community. It is anticipated that given the simplified methodology required these will be substantial.
- integrates the hydrological outputs with existing approaches to valuing benefits, including the multi-coloured manual in order to value economic benefits of the change in flood risk.
- is consistent with existing guidance on [Environment and Historic Environment Outcomes Valuation \(EHOV\)](#) to value the non-flood economic benefits of NFM..

The scope of the refined methodology will focus on fluvial NFM across a broad range of geographies including headwaters, lowland areas and coastal margins (as previously described coastal analysis for a small number of NFM Programme coastal projects will be more bespoke), as a minimum the following NFM measures should be covered:

- leaky barriers
- woodland management
- headwater drainage management (including peat restoration)
- run-off pathway management
- offline storage areas
- river & floodplain restoration
- floodplain reconnection
- soil and land management

We recognise that knowledge in the NFM field is still maturing and expect that the revised methodology will include identification of areas for further development. The refined methodology should be developed in a modular way to allow for simple updating in future as knowledge expands.

As a minimum the following modules are expected to be covered:

- Spatial flood risk mapping – it is anticipated that substantial reworking of this section will be required. This should combine opportunity for NFM measures and potential flood risk benefits for a given location at a suitable resolution to reasonably represent individual projects in the landscape. This should include consideration of

how potential flood risk can be quantified and combined balancing proximity to NFM and location in the catchment. Consideration should be given to the potential to incorporate more detailed local mapping data where this is available. Note we would like to make use of the best available flood risk data from the National Flood Risk Assessment (NaFRA). We currently expect the latest data to be available on a region-by-region basis between June and October 2024 and the 'heat mapping' will need to be sequenced to match this. The NFM Programme benefits estimation will need to make use of the current risk data.

- Economic flood benefits estimation approach - it is not expected that this will require substantial updates from the prototype, but the supplier should review to satisfy themselves that further updates are not needed to translate spatial flood risk data into economic benefit estimates.
- Economic environmental benefits estimation approach - this should be based on the EHOV lite methodology. It is expected that only limited updates from the prototype version will be required but the supplier should review this to satisfy themselves. This should cover the same range of benefits included in the prototype version. Noting that the water quality benefits proved hard to estimate and that the methodology for this should be reviewed. It should also provide estimates of carbon sequestration benefit in both tonnes of CO2 equivalent and as a monetised benefit, recognising that values for this benefit are periodically updated.
- Storage equivalent estimates - these will be used to estimate scale of the NFM project, it is not expected that this will require substantial update from the prototype, but the supplier should review to satisfy themselves that further updates are not needed at this time.
- Method for combining these into economic benefits – this should detail steps and outline any underlying assumptions and simplifications utilised.
- Automated approach to application of the method for annual national scale assessment of ELM benefits based on input of spatial data on location and scale of measures funded through ELM. This could be a GIS process or some other appropriate process. This should allow for aggregation and reporting of benefits at national and possibly regional e.g. Regional Flood and Coastal Committee area or EA area scale.

In addition to the above modules, we will also require some analysis to be completed to develop some typical costs for use in the pipeline process. We will provide the data from the NFM Programme expression of interest process, which received approx. 240 applicants to help inform this analysis. We anticipate that some form of typical costs (or range of costs) for NFM measures will be derived with appropriate uncertainty bands identified. This is likely to include some analysis of project scales to allow for the impacts of economies of scale across a range of potential project sizes to be considered.

### **3. General Requirements for Project Deliverables**

The following requirements apply to all deliverables:

- All methods and products should be quality assured by the supplier project team before providing to the EA project team for their review.
- Provide all interim and final reports in draft for review by the project board. Allow sufficient time to undertake edits and supply a final version.
- All reports, including any supporting information, will need to be supplied in a format

and style that meets the [Environment Agency's accessible documents policy](#) As part of that all reports and presentations must use an Environment Agency corporate template, adhere to the styles and instructions it contains, and follow the instructions set out in 'LIT 16613 – Accessible Word Documents – a checklist'. Both will be provided by the project manager at the start of the contract. As proof of accessibility all reports and presentations supplied should be checked using the Accessibility Check tool in Adobe Acrobat and must pass that check on all counts. The Accessibility check report generated should be returned with each document.

- Following submission final reports and presentations will be subject to technical editing, internal review, and peer review where necessary. Provision should be made to address any changes required.

The project shall produce the following products:

Product	Description	Responsible party	Timing
<b>Project management resources</b>			
Agenda for start-up meeting	As described	Environment Agency PM	2 weeks before date of meeting
Agendas of future meetings	As described	Consultant PM	2 weeks before date of meeting
Record of minutes and actions of all meetings	Summary of key discussion points and feedback, record of actions with owners and due dates	Consultant PM	Within 1 week after the meeting
Progress teleconference with EA project manager (PM)	Short summary of progress, any issues	Consultant PM	Fortnightly for duration of project. Can be revised to monthly if mutually agreed.
Monthly project briefings	Progress report Financial update (spend to date and invoice schedule) Updated risks and issues log	Consultant PM	Monthly
Monthly invoices	Please quote the purchase order number and send cc'ing the EA PM	Consultant PM	Monthly
A project plan	A detailed plan of tasks, dependencies, milestones, reviews and deliverables.	Consultant PM	Supplied with the tender, discussed at the start-up meeting & amended following any points of concern
Risk register	Risk register to include list of risks, mitigating actions, owner and costs.	Consultant PM	Supplied with the tender, discussed at the start-up meeting & amended following any points of concern. Reviewed monthly.
Registers with ongoing updates: Actions log, data	IPR register to include any relevant licenses.	Consultant PM	Develop ready for project start up meeting and update over lifetime

register, IPR register (if needed)			project
A stakeholder log and engagement plan including dissemination activity	To include list of organisations / consultees, method of engagement and timings.	Consultant PM	At project commission / reviewed at key milestones
<b>Project deliverables (to be issued as drafts and final versions)</b>			
NFM costing analysis	This should be presented as a brief report summarising the results of analysis of high-level costing data for typical NFM measures. The EA will supply data from the (approx. 250) expressions of interest submitted to the NFM Programme, which will include overall costs for projects (though not broken down by measure type) and scale of measures proposed in the project. The supplier should combine this knowledge with other professional judgement to provide high level cost estimates (for use in national scale pipeline planning) and confidence around these.	Consultant PM	Required by end of September 2024
Methodology for estimating project level benefits	This should be an update to the prototype method developed previously which will seek to address the shortcomings identified in piloting. The output from this section will be a clearly documented methodology and any supporting tool (e.g. an excel spreadsheet automating output of results). This should adopt a modular approach as described above to enable individual elements to be updated as new information becomes available.	Consultant PM	Required by end of July 2024
Estimation of benefits for 40 projects in the NFM programme (input parameters will be collated by the EA)	Results of benefits analysis for the 40 projects (approx. 100 individual sites) in the NFM Programme with an accompanying file note describing the methodology for	Consultant PM	Required by 18th August 2024

NFM programme team and supplied to the consultant PM but quality checking and querying of this input data maybe required)	audit purposes. Majority of these will be based on analysis from the above methodology but more bespoke analysis will be required for the (up to 10) coastal projects (this should be based on simplified analysis proposed by the consultant and agreed by the EA and will not include detailed modelling). These should be provided in a simple template table or spreadsheet form (format to be agreed with EA) which can be readily supplied to individual project teams. This will also provide an opportunity for testing of the proposed methodology.		
Estimation of benefits for 15 projects in the FCRIP (input parameters will be collated by the EA Adaptation and Resilience team and supplied to the consultant PM but quality checking and querying of this input data may be required)	Results of benefits analysis for 15 projects in the FCRIP.	Consultant PM	Required by December 2024
Spatial 'heat map' for NFM covering England	GIS data or similar to be provided at suitable resolution to allow acceptable representation of individual projects and to allow identification of areas where there is good opportunity for NFM measures in conjunction with properties that could benefit from a reduction in flood risk. This mapping will cover England and will be used both for pipeline development and to underpin the spatial element of the benefits methodology.	Consultant PM	To be delivered in regional phases from July with England wide coverage required by end November 2024.

	Principles to determine the appropriate scale of NFM interventions in selected areas		
NFM Performance metric	Options for a new metric that demonstrates the flood risk reduction benefits of NFM and apply preferred option to NFM Programme project benefit data.	Consultant PM	End September 2024
Automated methodology for assessing benefits of ELM measures across England	This will be an automated way to implement the benefits methodology (using GIS or another approach) allowing an England wide assessment of the benefits of NFM measures delivered through ELM. A GIS layer of ELMS NFM measures will be provided as an input to this analysis. This deliverable should include sufficient documentation to enable the EA to repeat this automated analysis in-house on an annual basis.	Consultant PM	By end of December 2024
Project report	This should provide rationale for the methodology, detail underlying assumptions and summarise the evidence that these are based on. It should highlight limitations with application of this methodology. The report should also comment on key findings from the piloting on NFM programme. Finally, a brief set of recommendations for further development (and/or a development roadmap) should be provided in the report with some explanation of priority.	Consultant PM	By February 2025

**2. Required skills / experience from the contractor and staff.** Include any essential qualifications or accreditations required to undertake the work.

- Technical ability – demonstrable expertise and experience in the field of quantifying the benefits of NFM projects.
- Expertise in producing proportionate project appraisals at a range of scales and

demonstrating value through the use of simplified approaches.

- Project management skills to oversee the development and delivery of the project to time, cost and quality criteria
- Clear verbal and written communication for discussions with key project staff and stakeholders. Innovative and varied communication approaches are expected to ensure stakeholders are well engaged during delivery and are readily able to use and embed outputs.

### 3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)

Task no.	Task and deliverable	Completion date	Payment schedule
1	Start-up meeting	June 2024	To be agreed at Contract Award/ inception
2	Spatial mapping completed	July - November 2024	To be agreed at Contract Award/ inception
3	High level NFM costing analysis	September 2024	To be agreed at Contract Award/ inception
4	Production of benefit estimates for 40 pilot projects (100 sites) from the NFM Programme	18 <sup>th</sup> August 2024	To be agreed at Contract Award/ inception
5	Production of benefit estimates for projects from the FCRIP programme	December 2024	To be agreed at Contract Award/ inception
6	NFM performance metric recommendations	September 2024	To be agreed at Contract Award/ inception
7	Final deliverable of methodology for estimating project benefits across England for ELM.	December 2024	To be agreed at Contract Award/ inception
8	Final draft report and incorporating Project Board review comments and full accessibility check passed.	February 2025	To be agreed at Contract Award/ inception

Suppliers may propose a timeline here with a breakdown of tasks (a suggested breakdown is provided but alternatives can be proposed). This will then be reviewed by the project board for a minimum of 2 weeks before a final draft is produced incorporating project board comments.

### 4. Risk

**Note:** This section is to be used to detail any risks or key elements relevant to the project i.e. Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc that could impact the success of the project if they are not managed.

The following key risks have been identified for this project, the supplier should provide any supplementary mitigation measures they propose for these and identify any further risks they feel appropriate in their proposal.

<b>Risk Details</b>	<b>Owner</b>	<b>Date Identified</b>	<b>Mitigation</b>
<b>Challenging deadlines</b> – The deadlines for this project are driven by requirements for the NFM Programme and future FCRM investment programme requirements.	EA	12/04/2024	Supplier should propose a realistic but challenging programme and seek opportunities to fast-track delivery where possible, whilst maintaining the quality of outputs.
<b>Technical challenge of building proportionate method</b> – The ambition of a suitably simplified and proportionate method may prove technically challenging to deliver.	Supplier	12/04/2024	This will build on earlier prototyping work completed under a separate commission mitigating some technical risks. However, this may be a technically challenging project due to the lack of consensus on the technical approach. Any assumptions or limitations will be detailed in the report. Key assumptions will be tested with project board.
<b>Method suited to end user needs</b> – given the technical challenges of developing the method it may not be possible to develop something simple enough to be applied by end users without specialist support.	Supplier	12/04/2024	The prototype was developed based on simple rationale and has been piloted on the NFM programme assessment.
<b>Availability of data for 40 projects on the NFM Programme</b> –	EA	12/04/2024	The EA NFM team are establishing links with all projects and communicating

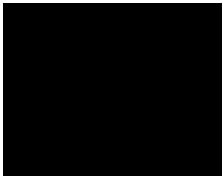
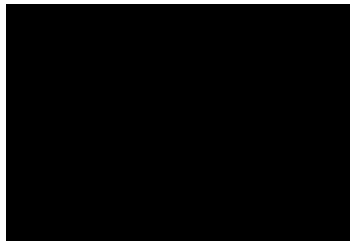


delays in sourcing information from individual projects about proposed measures and location may delay production of results.			information about expectations and deadlines for business case preparation. All communications with individual project teams will be by the EA. The supplier should allow for some potential rerunning of analysis in case of late changes to individual project proposals based on deliverability or other practical constraints.
<b>Availability of NaFRA2 data for Heat mapping analysis</b> – we expect the England wide heat mapping analysis to include early NaFRA 2 risk maps. These are still being developed under a separate commission.	EA	12/04/2024	Regional phased delivery of the England wide heat maps to match the NAFRA2 schedule. Piloting of methods for NFM programme benefits analysis will be based on existing flood risk maps and be done only for the locations of those projects. This will allow testing of methodology without dependency on NAFRA2 data.

<p><b>Availability of key staff</b> – there may be limited availability of key staff due to workload, illness or other causes during the project.</p>	<p>Supplier</p>	<p>12/04/2024</p>	<p>To overcome this the Environment Agency has created an NFM programme team who have oversight of this project and the broader NFM programme. This will provide multiple staff members with knowledge of the project and a level of resilience if one of these individuals is unavailable. The supplier should provide their proposed mitigation for any unforeseen issues with their key staff members availability.</p>
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## 2.0 Proposal

- 2.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework 2	
PROPOSAL	
<b>Contractor's Name:</b> Jeremy Benn Associates <b>Call off Reference:</b> RDE562 <b>Sub-Lot Number:</b> 5.2 <b>Date:</b> 30 <sup>th</sup> May 2024	
<b>Note:</b> Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.  Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.	
<b>1. Approach &amp; Methodology</b>	
	
<b>2. Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations</b>	
	
<b>3. Project Management (including Project Plan)</b>	

<div></div>	
<b>4. Risk</b> <i>Note: This section is to be used to detail any risks relevant to the project i.e. Programme deliverable dates, data, consultees etc.</i>	
<div></div>	
<b>5. Sustainability Mandatory</b>	
<div></div>	
<b>7. Cost Proposal</b> <i>Please use day rates, including any applicable discounts, as agreed under the framework contract. A full cost schedule may be attached to support the costs summarised below.</i>	
<div></div>	
By signing this form Jeremy Benn Associates agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Research, Development & Evidence Framework 1Conditions of Contract.	
<b>Contractor Project Manager:</b>	<div></div>
<b>Signature:</b>	
<b>Date:</b>	

### 3.0 Order Form

- 3.1 The following document is to be completed by the Contracting Authority and sent to the Contractor for counter signature to form a Call-Off contract.

<b>Research, Development and Evidence Framework 2</b>
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## ORDER FORM

**Project title: RDE562: Natural Flood Management (NFM) Benefits estimation methodology**

**Call off Reference: RDE562**

**Atamis project ref (if applicable): C24560**

**Date: 30<sup>th</sup> May 2024**

THE Contracting Authority: Environment Agency  
Horizon House  
Deanery Road  
Bristol  
BS1 5AH

THE CONTRACTOR: Jeremy Benn Associates Limited (t/a JBA Consulting)  
1 Broughton Place,  
Old Lane North,  
Broughton,  
Skipton,  
BD23 3FD

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 30<sup>th</sup> May 2024. It's issued under the Research Development & Evidence Framework Agreement reference 30210 for the provision of RDE562: Natural Flood Management (NFM) Benefits estimation methodology

CALL-OFF SUB-LOT: 5.2

**CALL-OFF INCORPORATED TERMS** The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Defra Framework Terms and Conditions;
2. Request for Proposal;
3. Proposal;

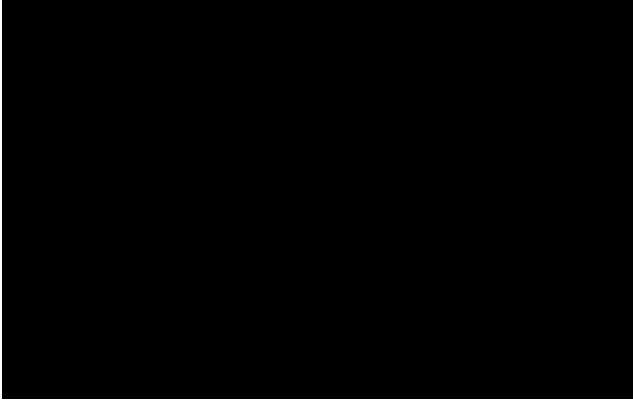
No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF START DATE: 30<sup>th</sup> May 2024

CALL-OFF EXPIRY DATE: 31<sup>st</sup> March 2025

CALL-OFF INITIAL PERIOD: 10 Months

For and on behalf of the Supplier:



For and on behalf of the Buyer:

