

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 59650 |
| Order Date | 16 November 2020 |

TO

| | |
|--------------------------|-------------------------------------------------------------|
| Contractor | Land Use Consultants |
| For attention of: | Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED] |
| Address | 250 Waterloo Road London SE1 8RD |

1. SERVICES REQUIREMENTS

(1.1) Services and deliverables required:

Background to the specific Natural England work area relevant to this purchase

Natural England identifies and protects Sites of Special Scientific Interest (SSSIs) in England under the Wildlife and Countryside Act 1981 (as amended). There are over 4000 SSSIs in England, covering around 7% of the land area, these are the country's best wildlife and geological sites.

There are around 1,200 geological or mixed interest (containing both geological and biological features) SSSIs in England. All notified geological features within SSSIs are selected through the Geological Conservation Review (GCR). The GCR describes networks of sites throughout Great Britain based upon different geological time periods, fossils, minerals or geomorphological processes.

Natural England's objective is to achieve 'favourable condition' status for all SSSIs. For most geological SSSIs favourable condition means that the SSSI's features are visible and are being conserved by appropriate management (for example vegetation removal or control, features not obstructed, or educational access). Geological features are particularly vulnerable to

declines in condition due to natural vegetation growth or by inadvertent damage due to tree planting.

Countryside Stewardship (CS) is currently the only mechanism for funding works to improve geological SSSI condition. However, despite including a bespoke capital item, FM1 (Management of geodiversity features), targeted specifically at geological features and with 100% funding, the uptake has been extremely limited.

This project aims to:

- Help us to understand the impact of CS, through capital item FM1 (Management of geodiversity features) and other broader vegetation management options which might have positive impacts on managing and conserving geological features on SSSIs (for example: SB1 Scrub control and felling diseased trees; SB2 Scrub control - difficult sites; SB3 Tree removal; AC1 Access capital items; ED1 Educational access; see Appendix for full list).
- Help us to understand if there have been any negative impacts of CS on managing and conserving geological features on SSSIs (for example: TE4 Supply and plant tree)
- Help us understand whether certain options have had positive or negative impacts on geological features (for example: CT1 Management of coastal sand dunes and vegetated shingle)
- Help us to understand why uptake of capital item FM1 has been low.
- Make recommendations on how greater uptake of agreements to manage geological features within SSSIs could be encouraged.

Requirement

As part of this project you will:

- Review CS and HLS prioritisation to show if / how management of geological features has been prioritised (or not) within the schemes.
- Create overview maps, data tables and written summaries of where CS agreements have been undertaken which have i) included management of geological features within the agreement, or where ii) one or more SSSI geological features have not been managed under the agreement (for mixed interest sites GCR site boundaries can be used to define the extent of the geological feature(s)).
- For 200 geological or mixed interest SSSIs, to be selected in consultation with the project officer, comparison of repeat aerial photography or satellite imagery or before and after images from agreement documents to establish if changes in SSSI condition have occurred. These sites should be a mix (roughly 50% each) of those which have had relevant CS options applied (eg FM1, SB2 etc) and those with CS agreements but no relevant vegetation management options. The analysis will focus on changes in levels of vegetation on geological features within the selected SSSIs.
- For the same 200 SSSIs conduct short telephone interviews or use questionnaires (your chosen method to be outlined in your bid) with land managers and Natural

England advisers to establish why / why not geological features were included in their CS agreement. Questions to be agreed with the project officer before surveys begin.

IPR and data sharing

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

To facilitate the project aims, NE's Data Services team will liaise with the successful contractor to generate a contractor data licence. The contractor will be responsible for applying to and liaising with the Data Services team in requisite time in order to obtain the necessary data. The project officer will assist in this and make a preliminary enquiry on behalf of the project but, following outline approval the successful contractor(s) will be required to provide a full data request as required to meet the detail of their tender.

Data will be supplied to the successful contractor via secure data sharing in a format to be agreed with the contractor and NE's data services / GIS team. However, you should be able to download scheme and option information from Open Data <https://naturalengland-defra.opendata.arcgis.com/datasets/countryside-stewardship-scheme-2016-management-options-england>. The chosen contractor should then use the Land Parcel Information Service and Aerial Photographic coverage to deliver the project objectives.

Natural England will provide a list of agreement holders and land managers with current or historic AES management relating to geological features, once a survey sample has been created and agreed. The contractor will identify the survey sample and contact information will be supplied by NE 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 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.

Surveys

If 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.

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 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 successful bidder to ensure that the survey is provided in accordance with the time requirements of this project for SLCU approval

Outputs

The successful bidder will be required to provide the NE project manager with updates of progress on a monthly basis. The form of these updates will be agreed in the inception meeting.

A summary report (or wording as appropriate) will be required for the Steering Group Meeting, the format of which will be agreed at the Inception meeting.

A final report will be required to present the results obtained from the project; 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. Bidders should be aware that Natural England and Defra intend to publish final reports.

The written report, should include a 2 page summary and where appropriate maps and graphical analysis which includes the three sections set out below, answering the questions listed.

1) Opportunities taken – an analysis of uptake:

Maps, comparative aerial photographs or satellite imagery and written descriptions detailing where CS agreements were used for managing geological features on SSSIs and their successes/ failures which answer the following questions:

- What were the common factors which allowed this to happen (eg prioritisation in certain areas, greater publicity, or greater knowledge or interest of land manager or Natural England adviser)?
- What were the CS options undertaken?
- How successful were the CS options – have they resulted in less scrub/ vegetation on geological features in SSSIs? Have they resulted in improved physical or educational access to the geological features?

2) Missed opportunities – an analysis of lack of uptake:

Maps, comparative aerial photographs or satellite imagery and written descriptions detailing where there are geological features on SSSIs which were not included in CS agreements which answer the following questions:

- Why were the geological features excluded / missed (eg not prioritised in certain areas, lack of publicity, or lack of knowledge or interest of land manager or Natural

England adviser, conflicting or higher priorities in the agreement, a lack of time or resource to carry out work?);

- Has a lack of management of the geological feature through a CS agreement resulted in an increase in scrub / vegetation on the geological feature in the SSSI? Or other negative indicators such as reduced physical or educational access?

3) Future opportunities

Recommendations of how to encourage greater uptake of options to manage geological features on SSSIs and guidance on which more general CS options are most applicable to geological features.

Produce and present a webinar outlining the main results of this project suitable for key staff at NE and Defra Policy, by the 24th of March 2021.

The webinar will also be recorded for NE's skills port to deliver wider dissemination within Natural England and Defra.

Peer reviews

The output will be 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 the 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 form for peer reviewers to complete to guide them through key questions
- 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 approx. 4 weeks). The report must be finalised by 24th March 2021, therefore a first draft must be submitted by 24th February to allow time for review and revision.

Project Management

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.

A project initiation meeting between NE and the successful contractor will be required at the start of the project.

This project will be overseen by a project steering group made up of NE and Defra and will meet twice throughout the course of the project. The contractor should arrange to update the NE project manager on a monthly basis. The successful contractor will be responsible for setting up these meetings which will be conducted via telephone or video conference.

Secretariat and production of minutes from meetings is the responsibility of the successful contractor, who will share meeting minutes with the project team, NE and the steering group, where applicable.

Resources

The project is expected to start in November 2020 and finish no later than 24th March 2021. Bidders are reminded that cost is one of the factors that will be considered when assessing bids.

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.

Milestones

In order to assist the NE project manager to observe the progress we request that you include sufficient milestones within the project that will demonstrate the progress of the research. Compulsory milestones are as follows:

- Any Steering Group meetings
- Submission of draft final report by 24th February (please note, payment will not be released until the report has been reviewed and deemed satisfactory by the project manager)

In addition, this project will be paid by achievement of milestones. However, not all milestones need to be associated with payment; and it may be appropriate to include additional milestones that are not related to payment but are used to indicate progress within the project. The frequency of milestone payments should be determined by the contractor, however, we request that they are appropriate and not at a frequency greater than every month.

Appendix

List of options that may have positive or negative impacts on geological features:

Options which are likely to have positive impacts

AC1 - Access Capital Items

BE3 - Management of hedgerows

BN5 - Hedgerow laying

BN6 - Hedgerow Coppicing

ED1 - Educational Access

FM1 - Management of geodiversity features

HE1 - Historic and archaeological feature protection.

HS4 - Scrub control on historic and archaeological features

SB1 - Scrub Control and Felling Diseased Trees

SB2 - Scrub control - difficult sites

SB3 - Tree removal

SB4 - Chemical Bracken Control

SB5 - Mechanical bracken control

SB6 - Rhododendron control

SP3 - Bracken control supplement

SP4 - Control of invasive plant species supplement

TE10 - Coppicing Bank-side Trees

TE11 - Tree surgery

Options which could have negative impacts

TE4 - Woodland Tree Planting - Hedges and clumps

TE5 - Woodland Tree Planting - Treeshelter Supplement

UP6 - Upland livestock exclusion supplement

WD1 - Woodland creation - maintenance payments

WD9 - Livestock exclusion supplement - scrub and successional areas

Options which could have positive or negative impacts

CT1 - Management of coastal sand dunes and vegetated shingle

CT3 - Management of coastal saltmarsh

FG1 - Fencing

FG5 - Fencing supplement - difficult sites

SP6 - Cattle grazing supplement

UP1 - Enclosed rough grazing

WD2 - Woodland improvement

WD7 - Management of successional areas and scrub

WD8 - Creation of successional areas and scrub

(1.2) Commencement Date: 16 November 2020

(1.4) Completion Date: 31 March 2021

2. PERFORMANCE OF THE SERVICES AND DELIVERABLES

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

██████████ Director

██████████ Senior GIS Consultant

██████████ Consultant Environmental Planner

██████████ Senior Environmental Consultant

██████████ EO Developer

██████████ Remote Sensing Analyst

██████████ Rural and environmental research

██████████ CCRI

██████████ Research Assistant

██████████ Placement Student

(2.2) Performance Standards

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

250 Waterloo Road
London
SE1 8RD

(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))

£59,400.00

For full pricing schedule see Appendix 1

Payable by BACS

(3.2) Invoicing and Payment

The Supplier shall issue electronic invoices in arrears following completion of appropriate milestones.

4. Invoicing Requirements

All invoices should be sent to the Natural England 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 16 November 2020.

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: Pricing Schedule

| Task | Cost breakdown ¹ | | | | | | | | | | | |
|-----------------------------------------------------------------------|-----------------------------|------------|-------|-----------------|------------|-------|----------------------|------------|-------|-----------------|------------|-------|
| | Project leader | | | Project Manager | | | Technical specialist | | | Project support | | |
| | Daily rate | No of days | Total | Daily rate | No of days | Total | Daily rate | No of days | Total | Daily rate | No of days | Total |
| Review of AES prioritisation | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | | █ |
| Review of selected agreements and their impact on geological features | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ |
| Survey/questionnaire design, completion and analysis | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ |
| Report preparation | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | | █ |
| Steering group meetings | █ | █ | █ | █ | █ | █ | █ | | █ | █ | | █ |
| Other (e.g. peer review, webinar presentation) | █ | █ | █ | █ | █ | █ | █ | | █ | █ | | █ |
| Any travel and subsistence ² | | | | | | | | | | | | |
| Peer reviewer fees ³ | | | | | | | | | | | | █ |
| Other expenses (postage and printing) | | | | | | | | | | | | █ |

- 1 Project manager role included and costed at agreed framework rate
- 2 We have assumed that all meetings will be held online so no travel costs will be incurred
- 3 We have included a provisional maximum amount to cover peer reviewer fees

SCHEDULE 1 - PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. This Schedule shall be completed by the Customer, 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 Customer at its absolute discretion.
2. The contact details of the Customer Data Protection Officer are:

dgc.gdpr@defra.gov.uk
3. The contact details of the Contractor Data Protection Officer are:

[REDACTED]
[REDACTED]
4. The Contractor shall comply with any further written instructions with respect to processing by the Customer.
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 Customer is the Controller and the Contractor is the Processor in accordance with Clause 13.1. |
| Subject matter of the processing | The processing is required to ensure that the Processor can effectively deliver the contract effectively |
| Duration of the processing | The duration of the contract (16/11/2020 – 31/03/2021). |
| Nature and purposes of the processing | Contact details of agreement holders will be shared to allow the contractor to carry out the requirement. |
| Type of Personal Data | Names, email addresses and telephone numbers. |
| Categories of Data Subject | Agreement holders |

Plan for return and destruction of the data once the processing is complete

UNLESS requirement under union or member state law to preserve that type of data

Data will be returned to Natural England at the conclusion of the contract.