

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:	
Order Number	Ref: ecm_54464
Order Date	22/02/2019

TO

Contractor	Fera Science Ltd
For attention of:	
Address	Sand Hutton York North Yorkshire YO41 1LZ

1. SERVICES REQUIREMENTS

(1.1) Services and deliverables required:

Background and rationale

The Countryside Stewardship Facilitation Fund (CSFF) provides funding for individuals or organisations (e.g. a farmer or NGO/Private Company) to bring farmers, foresters and other land managers together to work cooperatively for environmental improvements at the landscape scale, within a defined area. This is an integrated cooperative approach that can cover land under existing Agri-environment and forestry/woodland agreements, common land and land not currently covered by a scheme. It builds on the principles of partnership working to deliver environmental benefits, as demonstrated by various initiatives, including farm clusters and the farmer-led Nature Improvement Area.

The Facilitation Fund is now a distinct and popular approach following its launch in 2015. Its main priority is to deliver shared environmental outcomes that go beyond what could be delivered by individual holdings acting in isolation. It provides a mechanism to enable a bottom up approach of local

action driving positive environmental change, aiming for better outcomes via better option deployment, better alignment across holdings and the opportunity for groups to secure additional resources to compliment what is delivered via Countryside Stewardship (CS).

The initial aspiration was to support up to twenty-four projects, using the RDP cooperation measure to drive the approach and to trial and test how effective delivery of CS priorities, better option alignment, upskilling of land managers, and any increased value added by collaboration was achieved. There has been three national rounds and one targeted round focussing on Natural Flood Management, now with ninety-eight groups. Both Environment Agency and Forestry Commission are involved in the initiative, both with group selection and also with delivery at the local level.

Natural England promotes CSFF, encourages farmer groups and administers the CSFF. It now funds 98 groups, farming 453,000 ha of land delivering landscape-scale measures for wildlife, water management, landscape and the historic environment. The 98 groups, involving 2,240 land managers are now delivering coordinated training and advice until 2020/2021.

There is a good geographical spread of groups across the country. Groups range in size and area of holdings covered, are diverse with some being farmer led, some led by NGOs/land agents, some in National Parks/AONBs.

It is a part of the RDPE - the Facilitation Fund is delivered under Article 35 of Regulation (EU) 1305/2013 - Measure 16: sub-measure 16.5 - cooperation. *The Fund will support a facilitator who will foster cooperation amongst farmers and other land managers to deliver the Countryside Stewardship priorities across a number of holdings. It provides a group approach to advice and training (rather than one to one advice) and a mechanism to upskill land managers to enable a shift in behaviour to secure better environmental outcomes.*

The contract will build on the *Facilitation fund phase 1 draft report*.

Objectives

- 1) To review and test the proposed monitoring and evaluation framework and indicators developed in the draft CSFF Monitoring and Evaluation Phase 1 report. See Appendix 2 and 3.
- 2) To carry out a data collation exercise of all facilitation fund data, to include FF plans, applications, CS priorities, annual and quarterly reports and CS and Agri-Environment scheme agreements and options.
- 3) To apply the finalised monitoring and evaluation framework to carry out an analysis across of all 98 groups in receipt of CSFF funding, and the CS and Agri-environment scheme applications and agreements resulting from those groups.

- 4) To carry out a more detailed evaluation and analysis including spatial analysis and mapping on a selection of 26 groups as case studies. The case study selection will be agreed with NE to cover themes such as resource protection. The evaluation will also include an online survey to gather additional social and economic data.

See Appendix 1 – Project Method for further detail.

Duration

04 March 2019 – 30 September 2019.

The first phase of the project (completion of objectives 1, 2 & 3), is to be completed by 30 April 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 Objective 4 (i.e. the evaluation and analysis and case studies including an online survey and write-up of outputs from Objectives 1-4). Confirmation of the second phase will be communicated to the Contractor before April 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 Contractors own risk.

Outputs

The outputs of the project will be:

- A final and revised monitoring and evaluation framework reporting tool, suitable for in-house self- reporting
- A digitised dataset of collated data of all facilitation fund data, to include FF plans, applications, CS priorities, annual and quarterly reports and CS and Agri-Environment scheme agreements and options.
- A final written project report, including an executive summary, case studies, analysis and maps.
- 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 (see contract attachments on Bravo).
- A presentation of final results to key Natural England and Defra staff (providing an opportunity to discuss the key findings).

Reporting and Milestones

1. An interim report summarising the findings from Objective 3 (the evaluation and analysis of all 98 groups. A finalised dataset from Objective 2 and a finalised evaluation framework reporting tool from Objective 1. To be provided to Natural England by 19 April 2019.
2. A draft final report including the case studies and maps (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, report including finalised case studies, an executive summary, 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. Tenderers should be aware that Natural England and Defra will publish final reports.

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.

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 confirming the methodology and approach and data requirements to carry out the work.

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

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

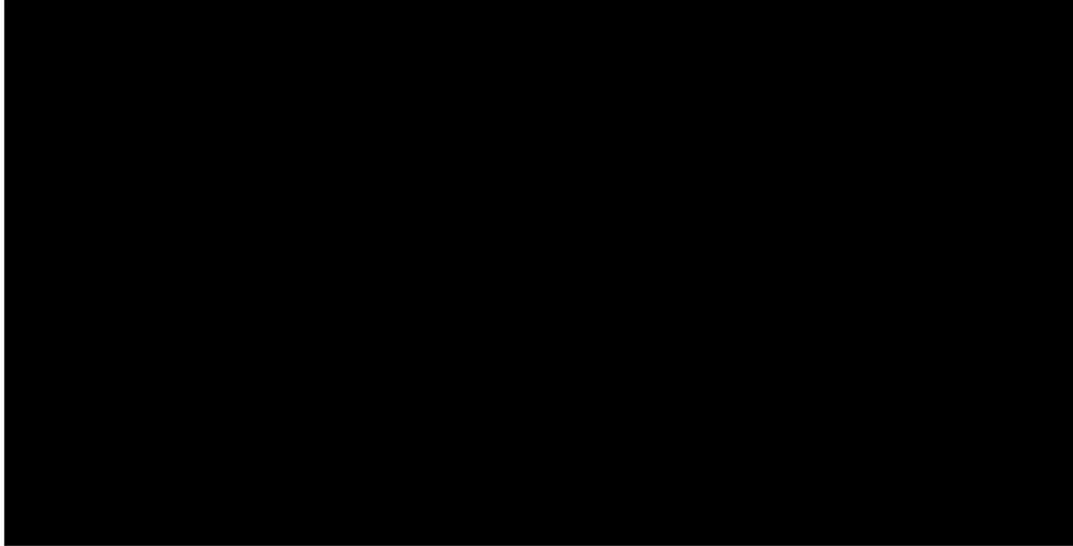
Any data collected will be made openly and publicly available, as per Natural England's Access to Information statement (<http://publications.naturalengland.org.uk/publication/6430783876628480?category=5927398087327744>)

(1.2) Commencement Date: 04/03/2019

(1.4) Completion Date: 30/09/2019

2. PERFORMANCE OF THE SERVICES AND DELIVERABLES

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



(2.2) Performance Standards

The 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.

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

Fera Science Ltd.
Sand Hutton
York
North Yorkshire
YO41 1LZ

(2.4) Standards:

Natural England's Access to Information statement
(<http://publications.naturalengland.org.uk/publication/6430783876628480?category=5927398087327744>)

(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))

£79,975.00

For full pricing schedule see Annex 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 01 June 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

No.	Item	Staff Grade	Day £ rate	No. of days	Total price (ex. VAT) £
1	Objective 1	SPM			
		PM			
		Sub			
2	Objective 2	PM			
		T/S			
3	Objective 3	SPM			
		PM			
		T/S			
4	Objective 4	PM			
		T/S			
5	Survey	PM			
		T/S			
6	Report write-up	SPM			
		PM			
		T/S			
		Sub			
6	Travel & Subsistence				
7	Any other costs				
	Project management	SPM			
8	Total exc. VAT				79,975

Appendix 1

Project Method

The project will consist of 4 stages - review the monitoring and evaluation design and provide a framework reporting tool suitable for in-house use, a data collation exercise, apply the evaluation and analysis across all current groups; the production of a report and 26 case studies including spatial analysis & mapping.

Stage 1: Monitoring and Evaluation development (Objective 1)

Review the M&E framework developed from the phase 1 report to:

1. Consider whether there are any omissions/gaps in the proposed logic model and indicators
2. Consider measurable outcomes for determining success
3. Produce a final and revised monitoring and evaluation framework reporting tool, suitable for in-house self-reporting.

This will include:

1. The detail and status of existing agreements (inc.expiry dates) and priorities of each group
2. The detail of the facilitation activity funded through the FF
3. Quantifying CS applications endorsed by the facilitated groups
4. Summarising characteristics of CS agreements resulting from endorsed applications
5. Detailing the additional complementary activity carried out by the funded groups
6. Undertaking a qualitative assessment of social and economic benefits provided by FF

Stage 2: Data Collation (Objective 2)

Carry out a data collation exercise of all facilitation fund data, to include FF plans, applications, CS priorities, annual and quarterly reports. Produce a digitised dataset of collated data of all facilitation fund data.

Stage 3: Monitoring, evaluation - applying (Objective 3)

Implement and apply the finalised framework (Stage 1). This will describe the inputs, activities and outputs and applied across each of the 98 funded groups and summarise what has been achieved, and also characterise any change in quality and alignment of group objectives and ambition.

This will include:

1. Detail and status of groups, to include: location and size of group, growth in group members since start; status (inc. expiry date) of existing agreements and pre- CS Agri-environment agreements. Analyse and collate the options from existing agreements defined by group area and test if they fit with new CS Priorities for that area. NE will provide a master spreadsheet with up to date group data.

2. Quantify the number of new CS agreements across each FF Group and if expired ES agreements have renewed into CS.
3. Detail the outputs (incl. options and location on each holding) from new CS agreements endorsed by FF Groups and test their fit with identified priorities. Show what is being commissioned and compared with identified CS priorities for that area.
4. Identify and list any additional and complimentary environmental activity (i.e. beyond CS/AE) generated by the FF Group. Data contained in quarterly/annual FF progress reports.
5. Identify and list economic and social activity generated by the FF Group. This will be followed up with a targeted online survey with focussed and limited questions¹) on the 26 case studies (Objective 4).
6. Progress and apply qualitative assessment of group, type and frequency of activity from Phase 1 across all groups. Assess type (e.g. if farmer led, land agent, NGO, National Park/AONB led) and size of FF Groups, to include a check if the group existed prior to the FF (i.e. from an existing partnership/activity) or if created for the FF, and categorise these to aid comparison.
7. Identify if FF group has links with, or developed from other strategic initiatives (e.g. LNPs, Catchment Partnerships, NIAs, NPs, AONBs) and any effect these have (e.g. resources/shared learning/other).
8. Identify any barriers to delivery of group ambition. (e.g. 121 advice, - option eligibility criteria)

Analysis required:

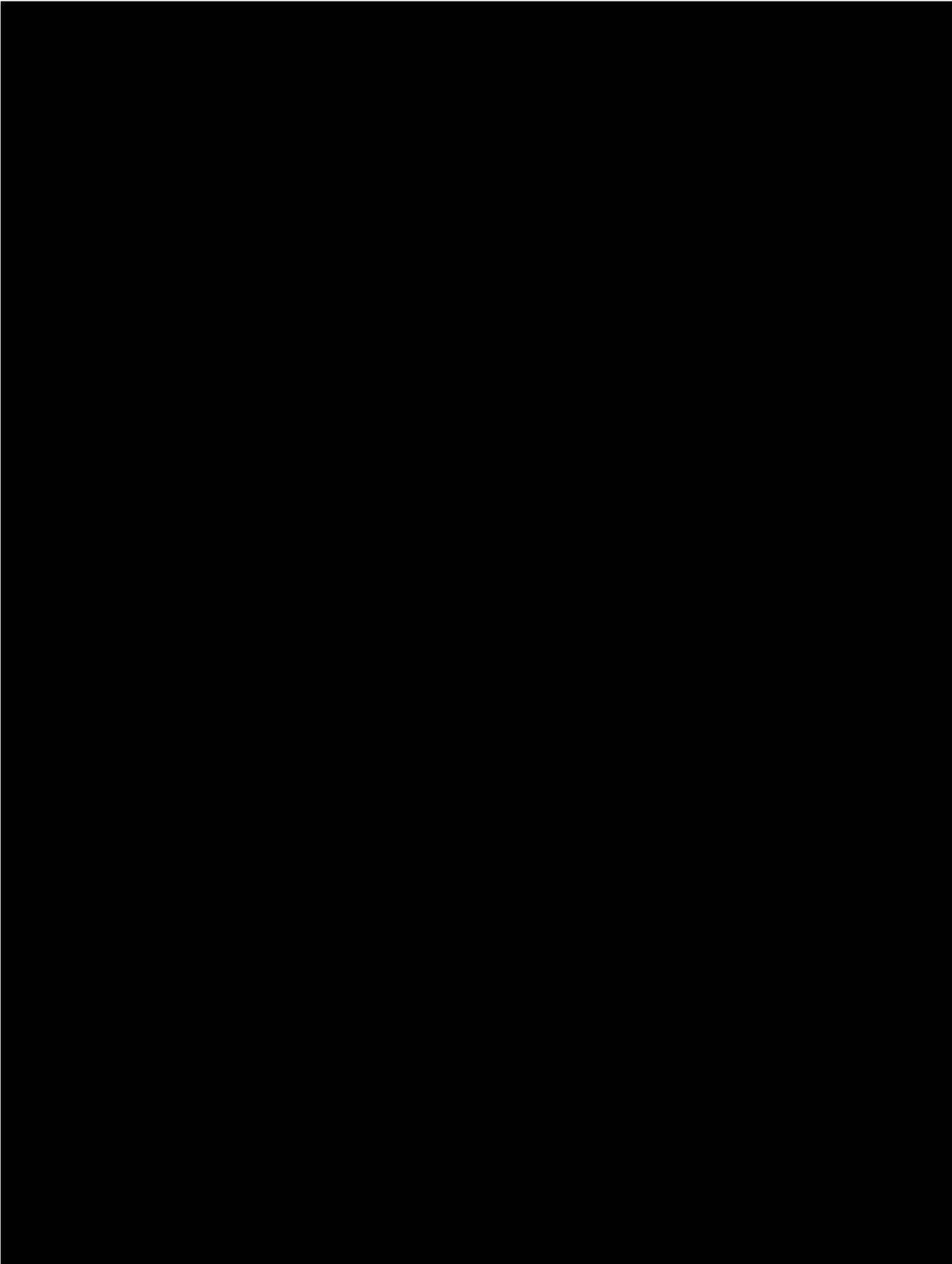
1. Quantitative comparison of facilitated versus non facilitated agreements (density of option uptake, patterns of uptake vs targets, are agreements complimentary and delivering at a landscape scale, agreement level indicators e.g. use of Shannon Diversity Index. Indicate any trend or indication from these, e.g. delivering at landscape scale, new/challenging options. (See phase 1 report alignment of option uptake with group objectives).
2. Evaluate the inputs for providing the training and advice and outputs to each FF Group, i.e. is there a correlation between training and option/action, to include a Value for Money analysis and suggest/identify alternative delivery options. (E.g. if type of activity more successful by attendance/evaluation feedback). Analyse FF groups training and advice provision, assess against CS Priorities (incl. project management costs) and test if the training received has had a measurable impact.

¹ Approach to be developed (ie questions and scope) and defined by steering group

Stage 4: Report and case studies (Objective 4)

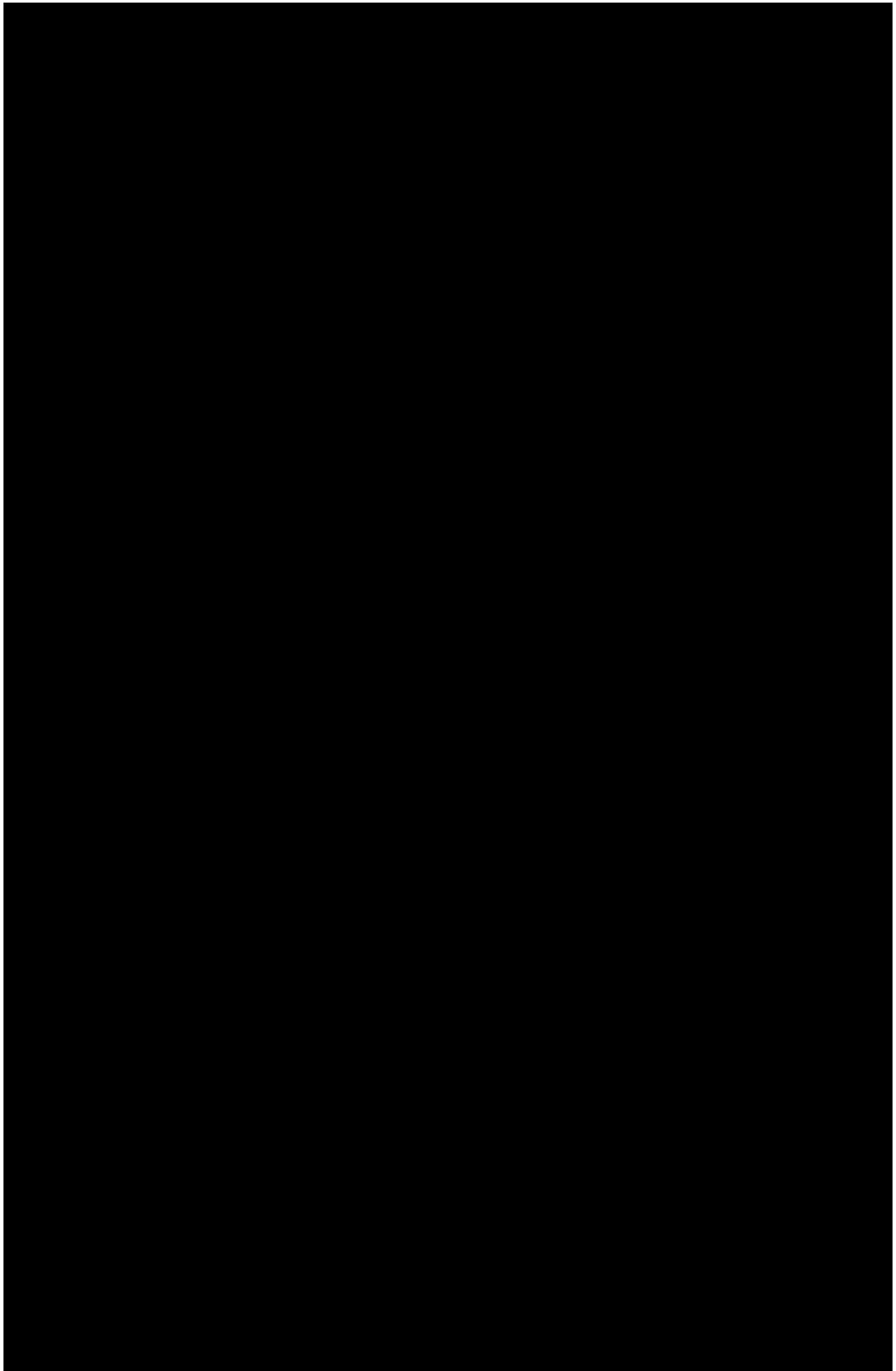
1. Develop (to publication standard) a sample of 26 case studies to include details from Stage 3 and cover the variety of types, e.g. Flood Management in Northern Uplands; lowland arable/mixed farms in different geographies; what priorities, such as soil, pollinators, woodland, water quality; group size, and any perceived/actual change in behaviour of group members and any additional and complimentary environmental activity. NE will confirm the selection of case studies.
2. Develop and carry out targeted online survey with focussed and limited questions²) to gain further insight on social and economic activity and behaviour change on the 26 case studies.
3. Progress the comparison of quality of agreements endorsed by FF (on the 26 case studies selection) against those from areas with no FF or adviser input. Sense check siting of options from agreements to assess spatial coherence of options across a group area (for water and biodiversity options). See phase 1. Test these against a buffer area as a suitable control area for comparison purposes to compare details of CS agreement content and fit with CS Priorities. Review phase 1 methodology to test if suitable buffer area to allow comparison, identify measurable comparators e.g. has habitat increased and contributing to ecological network. Produce maps for each case study. NE to liaise and provide CS data.

² Approach to be developed (ie questions and scope) and defined by steering group

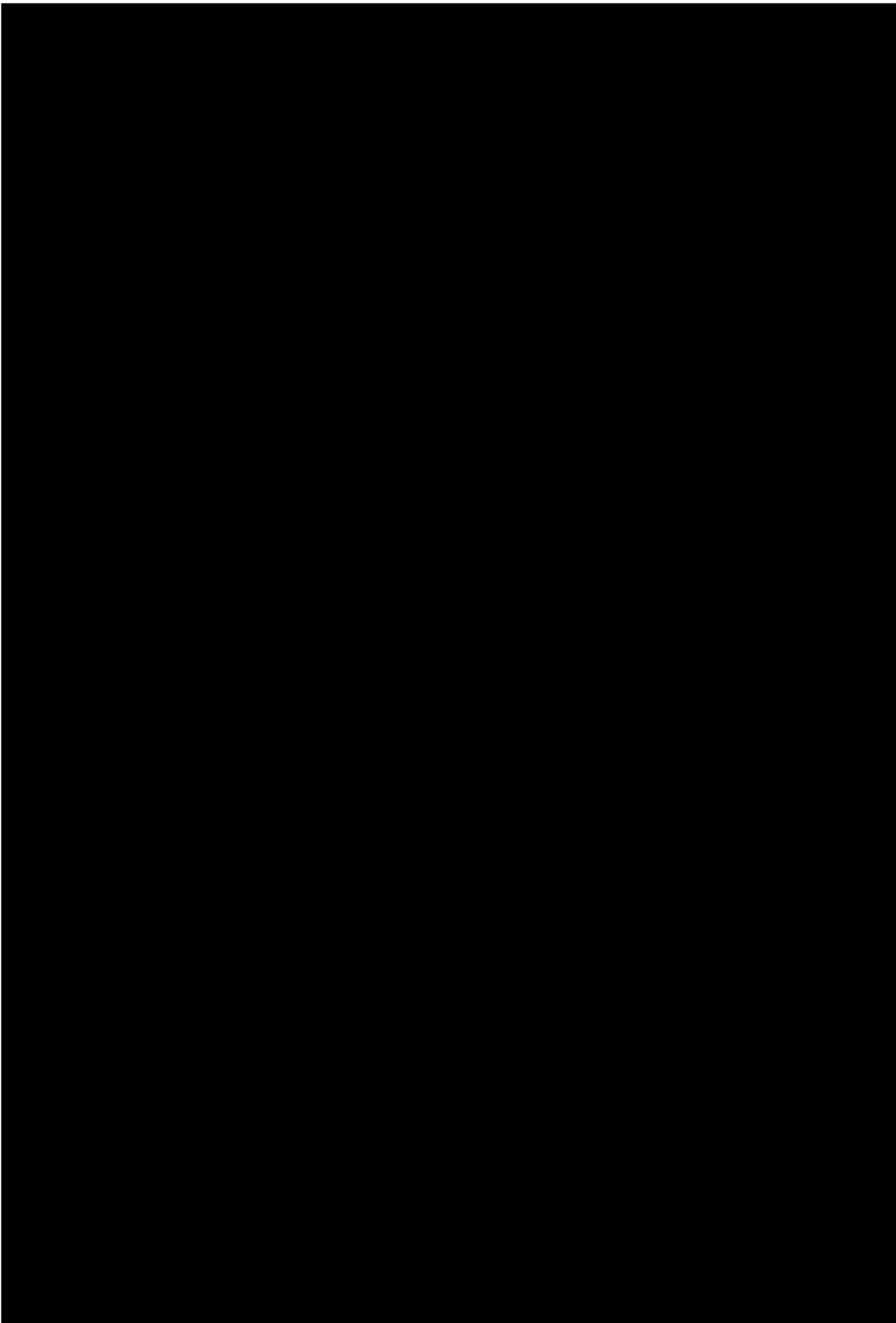


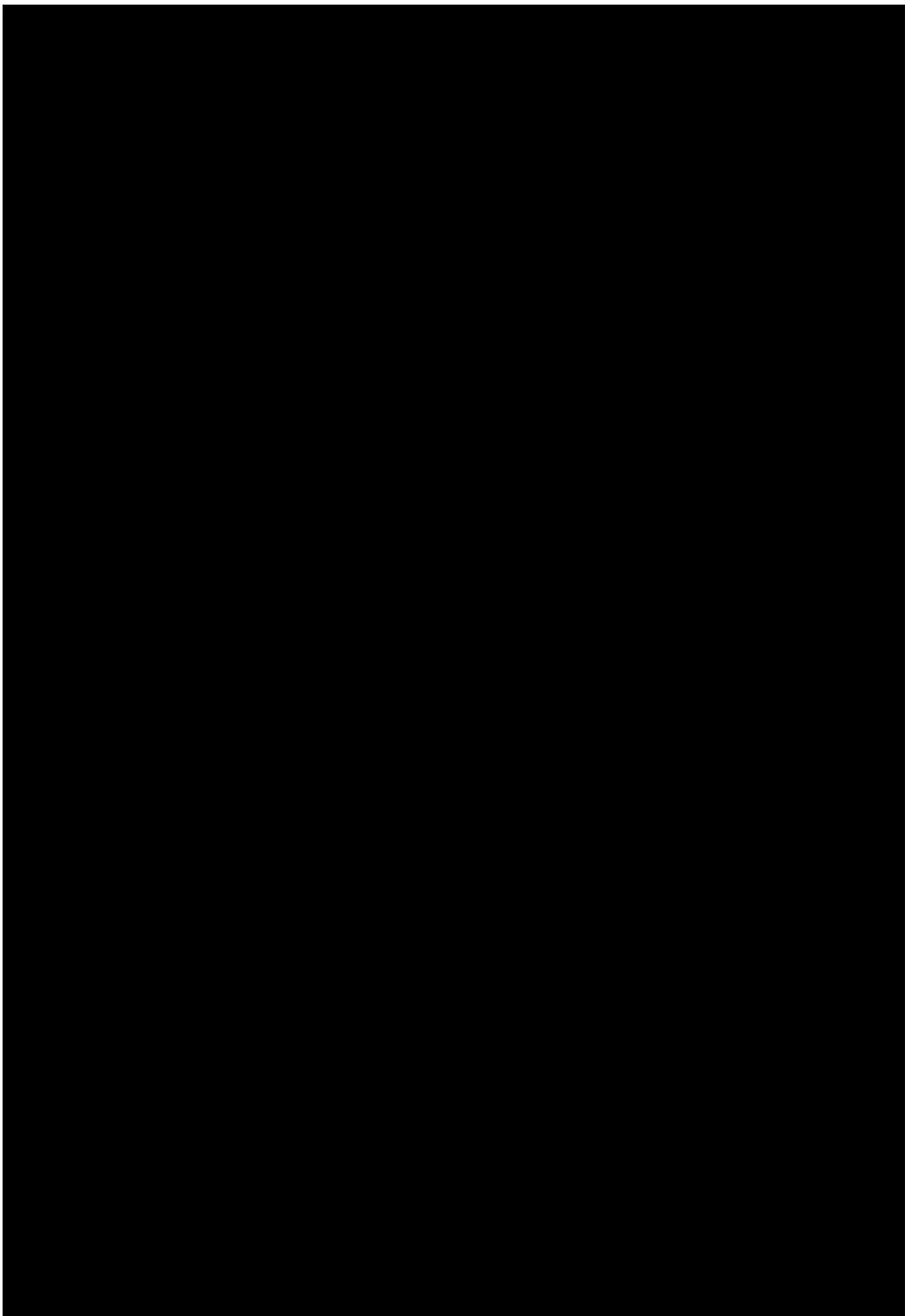
³ <http://www.natureonthemap.naturalengland.org.uk/>

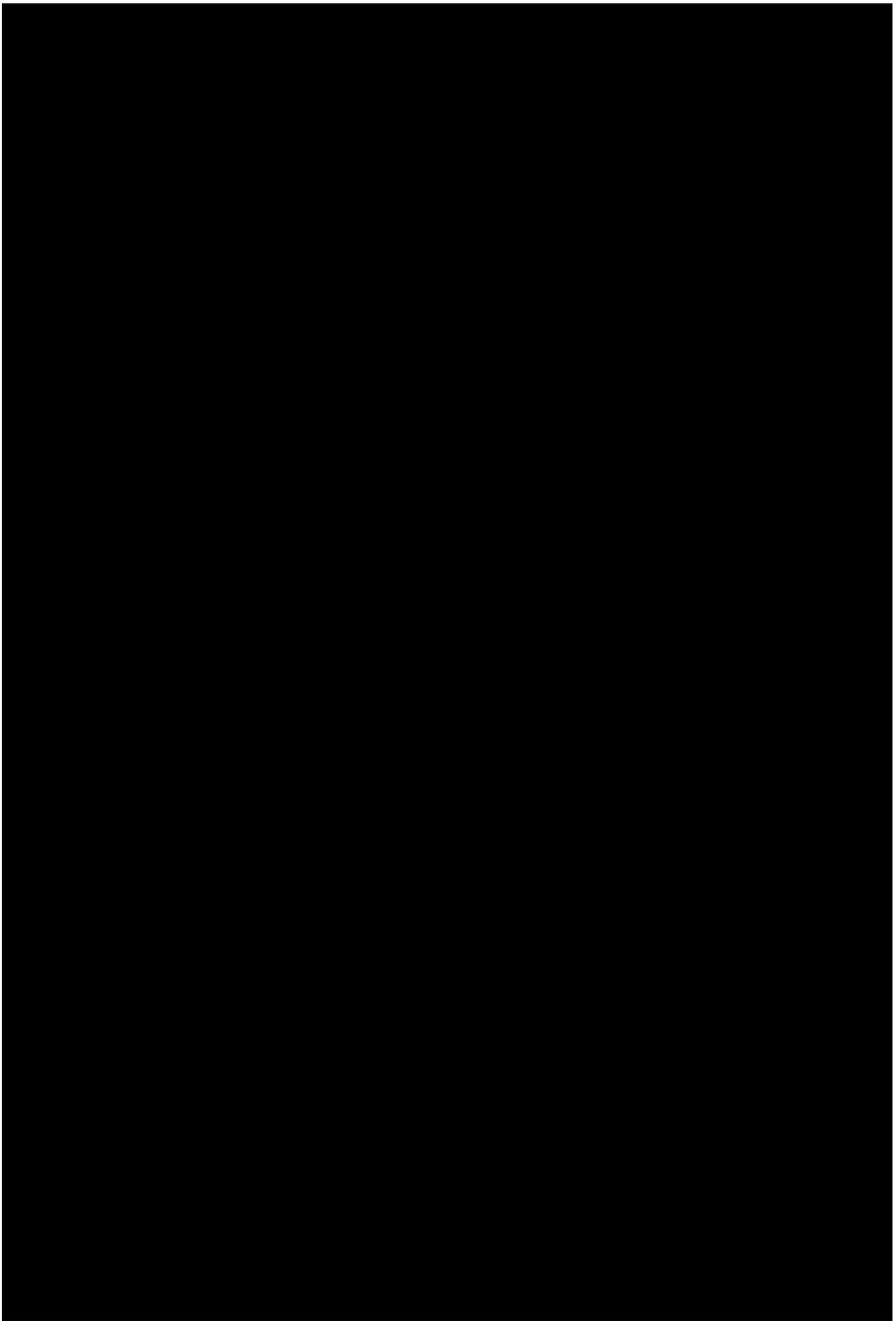
⁴ The Farmer Clusters concept, developed by the Game Wildlife and Conservation Trust (GWCT) and supported by Natural England, allows farmers to undertake environmental actions at a landscape scale, under the guidance of a lead farmer and a trusted conservation advisor. The work is often supplemented by existing agri-environment schemes and most have applied for the Natural England Facilitation Fund.

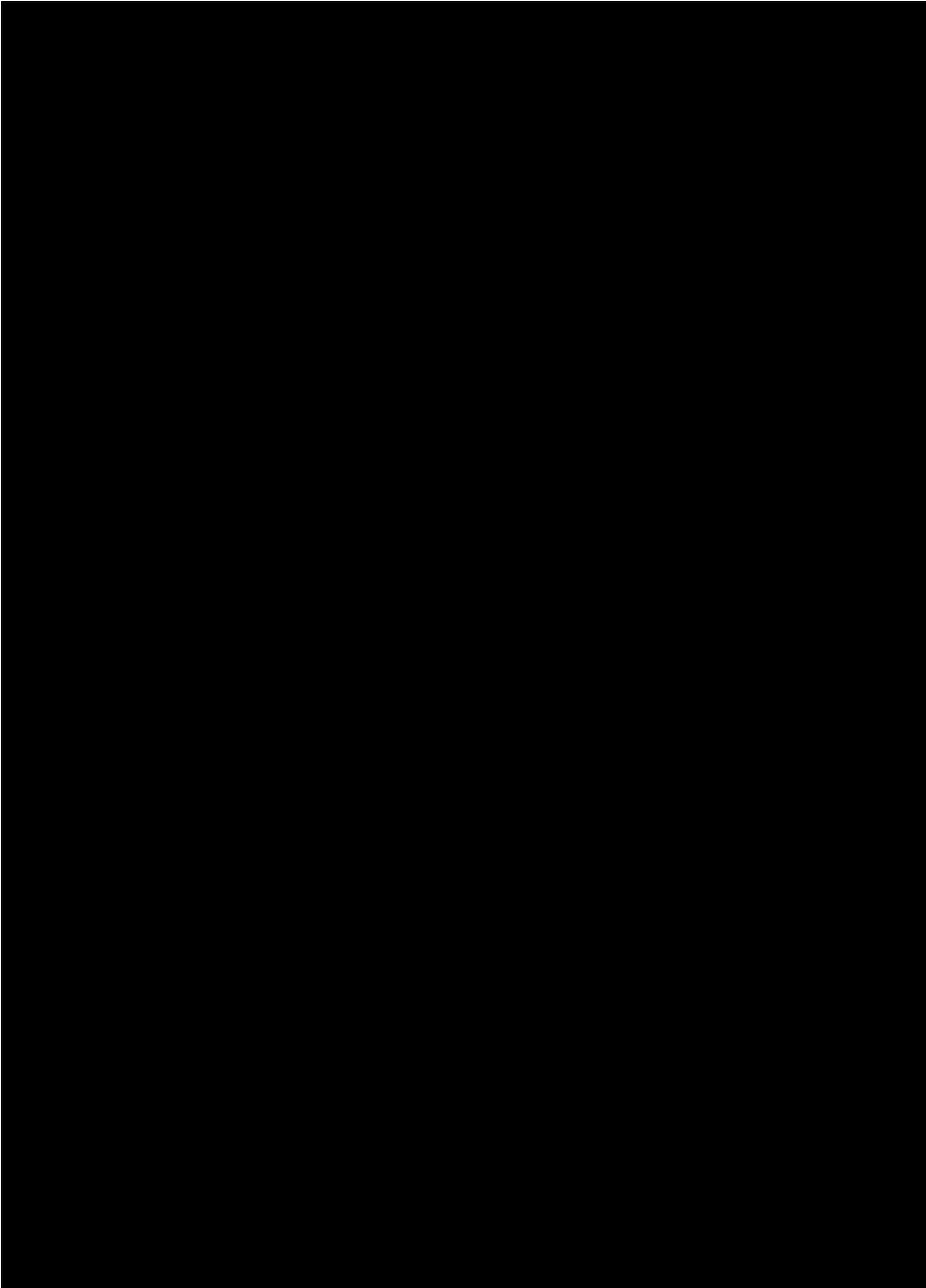


⁵ Huddle is a web-based collaborative workspace which allows document sharing on a secure basis. <https://www.huddle.com/>. It is used by government for sharing project documents and communications, including the Facilitation Fund.









⁶ It should be noted that any VfM analysis is limited by the extent to which data on the benefits of, for example training, from 26 case studies are consistently valued.

