

## FRAMEWORK AGREEMENT SCHEDULE 4

### ORDER FORM/ WORK PACKAGE ORDER

#### FROM

<b>Authority</b>	Secretary of State for Environment, Food and Rural Affairs
<b>Address</b>	Defra Group Commercial 3 <sup>rd</sup> Floor, Mallard House 1-2 Peasholme Green York YO1 7PX
<b>Contact Ref:</b>	Phone: [REDACTED] Email: [REDACTED]
<b>Order Number</b>	Ref: ecm_59711
<b>Order Date</b>	20 November 2020

#### TO

<b>Contractor</b>	British Trust for Ornithology
<b>For attention of:</b>	Name: [REDACTED] Phone: 01842 750050 E-mail: [REDACTED]
<b>Address</b>	The Nunnery Thetford Norfolk IP24 2PU

#### 1. SERVICES REQUIREMENTS

##### (1.1) Services and deliverables required:

The conservation of biodiversity is an essential part of sustainable forest management. Policies and strategies for forests and biodiversity emphasise the potential importance of all forests and woodlands for biodiversity. While ancient semi-natural woodlands have highest value for biodiversity, all woods and forests, including those originally established as plantations, can be valuable for biodiversity with appropriate management. Since the 1970's forest policies have given increasing emphasis to environmental benefits. However, species and habitats are still at risk from inappropriate management, the long-term effects of habitat fragmentation and degradation, as well as possible adverse effects due to climate change and pests and diseases.

The majority of woodland in England is native broadleaved woodland (over 800,000ha, approximately 70% of total woodland area)<sup>1</sup>. The area of woodland in management is gradually increasing but the majority of this is in coniferous rather than broadleaved woodland<sup>2</sup>.

The diversity of woodland structure (important for different niche species) in many of our broadleaved woodlands has simplified over the last 50 years with the vast majority of

<sup>1</sup> Table 4 <https://www.forestresearch.gov.uk/tools-and-resources/national-forest-inventory/how-our-woodlands-might-change-over-time-8211-nfi-forecast-reports/nfi-forecasts-customised-reports/nfi-statistics-for-aligned-areas-in-england/>

<sup>2</sup> <https://www.forestresearch.gov.uk/research/forestry-facts-figures-2018/>

broadleaved woodland now comprising high forest (closed canopy woodland) with low amounts of open space<sup>3</sup>.

Woodlands are important for rare and declining species, supporting at least 250 of England's priority species (Section 41<sup>4</sup>). Of the 447 fungi on the British Red Data Book list, nearly 400 are confined to Ancient Woodland and/or lowland wood pasture (pasture woodland). Review of delivery<sup>5</sup> against targets in the Convention on Biological Diversity (CBD<sup>6</sup>) – expressed domestically in Biodiversity 2020<sup>7</sup> shows that we are behind on delivery and not making enough progress to conserve priority species.

### **1.1. Incentives for woodland management**

Woodland Improvement (WD2) is the fifth most frequently implemented option under Countryside Stewardship, included in 250-300 agreements annually, and therefore has significant scheme spend associated with its use. Given WD2 has only been available as an option in CS since 2016 there is currently no evidence around the impact of the option. However some of the agreements are now in their 4th year, out of 5 years, so now is a good time to look at effectiveness.

Agreements may be delivering one or several of the key objectives and this project presents an opportunity to improve our understanding. This project will identify what impact WD2 has on the biodiversity priorities of the scheme e.g. SSSI and Priority Woodland Habitat condition, PAWS restoration, woodland bird and red squirrel conservation.

Reversing the decline in woodland bird populations was a targeted outcome of the England Woodland Grant Scheme (EWGS) and its successor, the current Agri-environment scheme (AES) - CS. This reflects the fact that the state of woodland birds is an impact indicator for AES at an EU level, and that woodland bird populations are used as an indicator of progress with the England Biodiversity Strategy Biodiversity 2020. As a result, % forest cover or other wooded area under management contracts supporting biodiversity is an output measure for EU reporting, and woodland bird indices are the associated impact indicator under P4a - therefore this project is needed to fill this evidence gap, and provide robust reporting information. Recent AES projects (LM0486 & LM0487) on woodland birds have monitored older schemes, not CS, so this is first project to specifically look at woodland options in CS. Monitoring the response of woodland birds fits within the aims and objectives of the Defra/NE AES Monitoring and Evaluation Plan 2014-2020. It also contributes understanding to the policy target of increasing the proportion of woodland under sustainable forest management.

The project will carry out agreement scale monitoring across the country including fieldwork to carry out surveys of woodland SSSIs, priority habitat and species. The resulting evidence

<sup>3</sup> <https://www.forestresearch.gov.uk/research/implications-of-lowland-broadleaved-woodland-management-for-the-conservation-of-target-bird-species/> and

Long term ecological change in British woodland (1971- 001) ENRR653  
<http://publications.naturalengland.org.uk/publication/94019?category=550043>

<sup>4</sup> <https://www.legislation.gov.uk/ukpga/2006/16/section/41>

<sup>5</sup> <https://www.gov.uk/government/statistics/england-biodiversity-indicators>

<sup>6</sup> <https://www.cbd.int/sp/>

<sup>7</sup> <https://www.gov.uk/government/publications/biodiversity-2020-a-strategy-for-england-s-wildlife-and-ecosystem-services>

will inform the biodiversity approach for ELMS. It will do this through field survey of selected species and habitats.

The project will run over 2 years. The first phase of the project (completion of task 1), is to be completed by 28th February 2021. The second phase will be subject to confirmation of available funding for and successful delivery of the first phase. Phase 1 will make pre-survey arrangements in 20/21, and Phase 2 will carry out the field survey work during March 2021 to September 2021. Early season survey work will be required, therefore there is not sufficient time to do the preparation and survey work within one financial year. Evidence from this project could also potentially inform woodland biodiversity objectives and approaches.

### ***Project Objectives***

1.1 To develop a final sampling design that accommodates the spatial occurrence of target WD2 variant types and cost-effective combinations of survey activities.

1.2 To recruit and to train a surveyor workforce in preparation for all survey types.

1.3 To contact landowners to confirm access to all necessary survey locations to meet the survey objectives.

1.4 To finalize field survey designs to meet all project targets and to complete field protocols and data collection designs for relevant WD2 woodlands for:

(a) review of the implementation of mandatory prescriptions and relevant supporting evidence requirements, and assessment of adherence to mapping standards;

(b) assessment of SSSI woodland habitat condition using CSM methods;

(c) assessment of PH and PAWS woodland habitat condition using WCA methods;

(d) evaluation of woodland bird communities and presence of willow tits in relevant WD2 sites;

(e) assessment of the presence of Red Squirrels in relevant WD2 sites;

(f) assessment of deer impacts on vegetation.

2.1 To conduct field surveys of the selected, appropriate sites, using each protocol (a)-(f), following Obj. 1.4.

2.2 To process the field data collected under each survey design.

3 To analyse the data for each survey target and to evaluate them as far as possible with respect to option targets for management compliance, woodland condition, species presence and habitat effects on species abundance.

4 To prepare a final report describing all methods, results and conclusions with respect to the evidence for option performance.

### ***Project Requirement***

This tender for services is for a survey, in 2021, of c340 (tbc) CS schemes to enable an evaluation over a single season of the extent to which woodland improvement (WD2) has contributed to the biodiversity priorities of the scheme e.g. SSSI and Priority Woodland Habitat condition, PAWS restoration, woodland bird and red squirrel conservation.

### ***Tasks***

This tender comprises two phases. The tasks for each phase are as follows:

#### **Phase One (Dec 2020 – Feb 2021)**

1. Make pre-survey arrangements for the 2021 resurvey.

- a) The Forestry Commission will supply a database of CS schemes identifying WD2 agreements with biodiversity outcomes, indicating what management has been carried out (from scheme documentation) and the schemes to survey.

- b) Make contact with woodland owner or agent (depending on who is the agreed point of contact), secure access permissions to undertake surveys.

- c) Based on results from tasks 1a and 1b, develop the proposed survey schedule for phase two and include details in the interim report.

**Phase Two (March 2021 – March 2022) (subject to funding)**

2. Conduct survey fieldwork during March 2021 to Sept 2021 of the sites confirmed in Phase One using the following methodologies:

2.1 CS WD2 Agreements containing SSSI woodland to be assessed using Joint Nature Conservation Committee (JNCC) [Common Standards Monitoring Guidance for Woodland Habitats](#)

2.2 CS WD2 Agreements containing woodland Priority Habitat and PAWS to be assessed using [Woodland Condition Assessment](#) hosted on the [Woodland Wildlife Toolkit](#) website.

2.3 CS WD2 Agreements supporting woodland bird conservation measures to be assessed (March – June) using a modified, four-visit point count method to maximize species detection and survey efficiency. Willow tits should be surveyed using the method described in [Lewis et al. \(2009\)](#).

2.4 CS WD2 Agreements supporting red squirrel conservation measures to be surveyed for presence of red and grey squirrels using methodology used by [Red Squirrels Northern England \(RSNE\)](#).

2.5 CS WD2 agreements with deer identified as an issue to be assessed for changes in activity and impact levels using [methodology](#) developed by the Deer Initiative

3. Conduct an analysis using the results of the 2021 field survey (tasks 2) and :

(2.1) - Compare results of [Common Standards Monitoring](#) (CSM) survey i.e. favourable condition status with last recorded NE assessment.

(2.2) - Analyse condition of assessed attributes against favourable condition thresholds and determine for those attributes that do not pass the favourable condition thresholds whether management (observed on site) is addressing the threats to favourable condition.

(2.3) - Using the [2007-2011 BTO Atlas](#) to infer which woodland bird species could be present in the surveyed woodland check for presence or absence.

(2.4) - Compare squirrel survey findings with trends reported (for associated 2km tetrad data) contained in [RSNE annual monitoring reports](#) conducted before CS WD2 measures were implemented.

(2.5) Compare deer impact and activity survey results against proposed deer management plan outcomes and year 3 monitoring reports.

### ***Outputs***

- A final written project report (to include an executive summary) which addresses the project objectives listed. Conclusions will be drawn on the impact of management under CS WD2 in terms of ecological condition of woodland, whether target species are present and contrast findings with the trends of national indicators or monitoring programmes.
- A two-page summary note detailing key outcomes and conclusions of the project, to be produced using the standard template provided under the Agri-Environment Scheme Monitoring Evaluation (AESME) Framework.
- A presentation of final results to key NE, FC and Defra staff (providing an opportunity to discuss the key findings).

### ***Duration***

23 November 2020 – 31 March 2022.

The first phase of the project (completion of task 1), is to be completed by 28th February 2021. **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 tasks 2 -4. The second phase will be communicated to the Contractor when the 2021 budget is approved 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.

### ***Reporting and Milestones***

- A brief, interim report summarising progress with the pre-survey element of the project (task 1) by 28th February 2021.
- A draft final report (with an accompanying draft 2-page summary) will be required by 31 January 2022 and a meeting to present/discuss the results would be arranged soon afterwards.
- The finalised, peer-reviewed report, and accompanying final 2-page summary, will be submitted by 31 March 2022.

Natural England/Forestry Commission 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/Forestry Commission 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/Forestry Commission project officers) 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/Forestry Commission is 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/Forestry Commission, as appropriate. A proposed timetable for submission of manuscript and publication timeline will be agreed with 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 Forestry Commission project manager (FCPM). The CPL will provide a short (no more than one 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 FC, NE, Defra, and wider stakeholders as necessary. An initial project meeting (likely to be virtual e.g. Zoom or Teams) 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 scope of the project.

The CPL will speak to the FCPM at least monthly throughout the course of the project, and organise tele calls/one further final face to face meeting with the steering group (in addition to the initial meeting), to be agreed with the FCPM. The CPL will be responsible for setting up these meetings, which are likely to be virtual meetings using video conferencing

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

### **Intellectual Property Rights**

- 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.
- The intellectual property rights of all the results/outputs, field and other data produced as part of the services supplied under this project are to be jointly owned.

**(1.2) Commencement Date: 23 November 2020**

**(1.3) Completion Date: 31 March 2022**

Phase One of the project (completion of task 1), is to be completed by 28th February 2021.  
**Phase Two will be subject to confirmation of available funding for and successful delivery**

**of the first phase.** The second phase shall involve carrying out tasks 2 -4. The second phase will be communicated to the Contractor when the 2021 budget is approved 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 NE/FC.

- [REDACTED]

### **(2.2) Performance Standards**

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

British Trust for Ornithology  
The Nunnery  
Thetford  
Norfolk  
IP24 2PU

### **(2.4) Standards:**

### **(2.5) Contract Monitoring Arrangements**

For the avoidance of doubt the services required are being provided under Framework Agreement, Project 22707 (Contract Reference Code: 23735; Contract Code: ecm\_52254).

## **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))**

Financial Year 20/21: [REDACTED]  
Financial Year 21/22: [REDACTED]

**Total: £274,250.19**

### **(3.2) Invoicing and Payment**

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

#### **Payment Profile:**

[REDACTED]

### **4. Invoicing Requirements**

All invoices should be addressed to Natural England and 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 23 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

No.	Item	Staff Grade	Day £ rate	No. of days	Total price (ex. VAT) £
1	Task 1	Technical / Project Support (field surveyors)	██████	█	██████
		Technical / Project Support	██████	█	██████
		Technical / Specialist	██████	█	██████
		Project Manager	██████	█	██████
		Senior Project Manager	██████	█	██████
	Total			█	██████
2	Task 2	Technical / Project Support (field surveyors)	██████	█	██████
		Technical / Project Support	██████	█	██████
		Technical / Specialist	██████	█	██████
		Project Manager	██████	█	██████
		Senior Project Manager	██████	█	██████
	Total			█	██████
3	Task 3	Technical / Project Support	██████	█	██████
		Technical / Specialist	██████	█	██████
		Project Manager	██████	█	██████
		Senior Project Manager	██████	█	██████
	Total			█	██████
4	Task 4	Technical / Project Support	██████	█	██████
		Technical / Specialist	██████	█	██████
		Project Manager	██████	█	██████
	Senior Project Manager	██████	█	██████	
Total			█	██████	
5	Travel & Subsistence				██████
6	Equipment				██████
7	BTO total				██████
8	RSPB sub-contract				██████
9	<b>TOTAL (excl. VAT)</b>				<b>274,250.19</b>

Please note the above costs will be subject to VAT (totaling £54,850.04) at the current standard rates. VAT number: GB 196 6210 46.

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## 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.qdpr@defra.gov.uk](mailto:dgc.qdpr@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 (23/11/2020 – 31/03/2022).
Nature and purposes of the processing	Contact details of woodland owners/agents 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	Woodland owners and/or agents

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.