

Planning Related Advice Professional Services (PRAPS) Framework				
PART 1: REQUEST FOR PROPOSAL				
Contract Title: SD Planning HR [Redacted under FOIA Section 40 Personal Information] mme [Redacted under FOIA Section 40 Personal Information]				
Contract Manager Name	[Redacted]	Contract Managers email:	[Redacted]	
Framework Reference Number:	PRAPS097	Lot Number:	Lot 1	
Atamis Number	N/A	Defra Group Commercial Contact	N/A	
Date: 04/08/2025				
Contract Start Date		08/09/2025		
Contract Completion Date		27/03/2026		
Procurement Route:		Direct Award	<input checked="" type="checkbox"/>	Mini-competition <input type="checkbox"/>
Proposal return date:		03/09/2025		
Clarification Question Date:		27/08/2025		

Evaluation Criteria			
Suppliers: 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 technical or price scores.			
Technical Weighting			60%
Price Weighting			40%
Quality sub-criteria weightings			Technical Weightings:
1. Approach & Methodology	<ul style="list-style-type: none"> Clearly set out the proposed approach and methodology for delivering the contract, 		35%

	include justification on suitability. <ul style="list-style-type: none"> • Demonstrate understanding of what Natural England is trying to achieve through the contract. 		
2. Proposed Staff (including CVs) and Supplier's experience/accreditations	<ul style="list-style-type: none"> • Demonstrate previous experience of carrying out the work specified. • Demonstrate that staff selected for the work have the appropriate skills and experience. • Confirm the availability of staff put forward. • CVs of key staff can be included as attachments, maximum of 2 A4 pages, font size 11. 		35%
3. Project Management, Ability to Deliver	<ul style="list-style-type: none"> • Provide a project timeline including contingency. • Demonstrate quality assurance measures. 		25%
4. Risk	<ul style="list-style-type: none"> • Include specific risks involved 		5%
5. Health & Safety (if no working at height or near water, mark as 'N/A' and re-distribute %)			N/A
6. Sustainability (if no travel etc. mark as 'N/A' and re-distribute %)			N/A

Specification
1. Description of work required – overall purpose & scope (including reporting requirements) We are seeking to collaborate with DTA Ecology and Ricardo to deliver a structured programme of Habitats Regulations Assessment (HRA) training for planning colleagues. The programme will consist of three core sessions: <ul style="list-style-type: none"> • Introduction to HRA • Derogations Masterclass • In-Combination Masterclass <p>This training programme would be for both marine and terrestrial planning staff in Natural England. It is important that we can have some marine and development plan specific examples as well as terrestrial examples in relation to case studies. It would also be useful to highlight any distinctions between marine and terrestrial HRA processes and practices where appropriate.</p> <p>We would like the masterclasses to also include NSIPs and the interaction between NSIPs and</p>

HRA. i.e. PINS advice note 10 – How HRA plays out, the competent authority and how it works in practice as well as how the appropriate assessment works with NSIPs.

We recommend that forthcoming changes to the Habitats Regulations be included in the training where possible. These changes stem from the Corry Review, the joint Defra and MHCLG announcement on 15 December 2024, and progress on the Planning and Infrastructure Bill. While we expect early indications of reform by October, by the time of the March sessions we should have greater clarity on the proposed direction. Including this topic will help equip participants with the insight needed to engage confidently with anticipated developments.

Introduction to HRA

The Introductory training is specifically designed for practitioners who are new to Habitats Regulations Assessment, or those wanting a refresher course and/or update of recent policy or case law developments.

Learning Objectives:

- Relate the Habitats Regulations Assessment process to the source legislation (Directives and Regulations) and relevant Government policy.
- Explain the key assessment stages such as screening, appropriate assessment and the integrity test.
- Evaluate and apply the assessment stages in light of case law, case studies, examples of good practice and sources of advice and guidance.
- Provide an overview of the requirement for assessment in combination with other plans and projects.
- Explain the use of mitigation measures and when to take them into account.
- Appraise HRA related work in terms of compliance with the whole of HRA procedures and assess pitfalls to avoid.
- Impacts to mobile features, including when they are with the site using functionally linked habitat.

Derogations

The Masterclass is specifically designed for practitioners dealing with the complex or contentious cases involving the application of the no alternatives test, the Imperative reasons of overriding public interest test, and particularly the compensatory measures derogation. It needs to be clear where NE will be expected to be involved and where we don't.

Learning outcomes: The course will draw on case law and actual case examples and will:

- Enable delegates to understand and explain the key steps which comprise the derogation provisions
- Explore demonstrating the absence of alternative solutions – what is a feasible 'alternative solution'?
- Consider 'imperative reasons of over-riding public interest' and how to balance a public interest against the conservation interest.
- Explain the factors to take into account in designing and securing 'compensatory measures'. Including dealing with compensation ratios and making progress where compensatory measures are challenging to identify.
- Evaluate and apply the derogation steps in light of case law, case studies, examples of good practice and sources of advice and guidance.
- Appraise outcomes in terms of compliance and be aware of pitfalls to avoid.
- Review and revise approaches to ensure they are focused, effective, proportionate and fit for purpose.

In Combination

The Masterclass is specifically designed for practitioners dealing with the practical challenges of

implementing the in-combination provisions under the Habitats Regulations.

Learning outcomes - The course will draw on case law and actual case examples and will:

- Enable delegates to understand and explain the key purpose of an in-combination assessment
- Explain the underlying basis for an assessment either alone or in combination and why it is important for these steps to be separate and distinct
- Consider the factors to take into account in identifying 'other plans and projects' which are relevant to the proposal subject to assessment; including how (and when) historic plans and projects should be taken into account in light of the *Moorburg* decision in the European Courts
- Explore in-combination for strategic level plan-based HRA
- Evaluate and apply the in-combination steps in light of case law, case studies, examples of good practice and sources of advice and guidance
- Provide guidance on the scope of an in-combination assessment and keeping it manageable
- Appraise outcomes in terms of compliance and be aware of pitfalls to avoid
- Review and revise approaches to determine if they are effective, proportionate and fit for purpose
- Impacts to mobile features, including when they are outwith the site using functionally linked habitat.

General Overview

- Each session will be delivered twice (once in October and once in March) to support flexibility and reinforce learning.
- All sessions will be delivered online to maximise accessibility and engagement.
- Ideally there would be around 30 places on each course.
- We understand that the sessions cannot be recorded but if we can share any materials including powerpoints in advance to colleagues attending sessions that would be ideal.
- Please can we run a short Q&A at the end of each session.

We would also like to explore the option of follow-up workshops to support practical application of the training. If a cost breakdown of this could be included that would be great.

- 4 in-person workshops; 2 located in the North likely to be York, 1 to be located in the South West / South East.

HRA Licensing Training

Additionally this may be outside of DTA's scope but I was hoping to explore whether Ricardo could deliver a session for our licensing colleagues as part of the wider package:

- Purpose of HRAs (the N2K sites it applies to (including Ramsars + why), what's the general aim of the assessment etc.)
- Key stages of HRA (initial check / LSE / AA / IROPI) – including reviewing proposals in the absence of mitigation and why we do this. Cover each of these stages in detail – except IROPI to avoid confusing things.
- What is HRA 'mitigation' and what is 'inherent' to the plan / project proposal? Touch on IROPI / compensation
- Impacts on Features outside of the time they are designated (e.g. impacts on bat hibernation roost feature populations in the summer; or breeding bird feature population in the winter) – how to manage / assess these situations.
- In combination effects with other plans / projects
- Who / why do we consult on our HRA conclusions

- Use of the best available evidence and what is 'beyond reasonable scientific doubt' (re. ruling out AEOL)
- How to record conclusions / use of specific wording

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

- Proven expertise in Habitats Regulations Assessment, particularly in planning contexts.
- Experience delivering online training to professional audiences particularly government / arms length bodies
- Familiarity with recent policy and case law developments relevant to HRA.
- Ability to facilitate interactive workshops and support practical application of theory.
- Demonstrable experience in HRA casework and training delivery.

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

Please provide details of the project timeline and how you will deliver the work to the required standard, including management and quality control.

Task no.	Task and deliverable	Completion date	Payment Schedule (%)
1	Planning and coordination of training programme	September 2025	
2	Delivery of Introduction to HRA (Session 1)	October 2025	
3	Delivery of Derogations Masterclass (Session 1)	October 2025	
4	Delivery of In-Combination Masterclass (Session 1)	October 2025	50%
5	Collection and analysis of feedback from October sessions	November 2025	
6	Development and delivery of optional follow-up workshops	November – 2025	
7	Review and refinement of training materials	December 2025	
8	Delivery of Introduction to HRA (Session 2)	Feb/March 2026	
9	Delivery of Derogations Masterclass (Session 2)	March 2026	
10	Delivery of In-Combination Masterclass (Session 2)	March 2026	
11	Delivery of optional follow-up workshops	March 2026	50%
12	Collection and analysis of feedback from March sessions	April 2026	

4. Risk

Note: This section is to be used to detail any risks relevant to the project i.e. Programme deliverable dates, data, consultees etc.

5. Health and Safety Requirements

Note: Only include if the work involves site visits. Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.

6. Sustainability Considerations (Only use if the work requires travel)

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PART 2: PROPOSAL & QUOTE

To be completed by the Supplier

Note: Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless indicated 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.

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6. Sustainability (only complete if requested in defined evaluation criteria)

7. Cost Proposal

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.

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Overall Costs (excluding VAT)	£35,915
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Overall Costs (including VAT)	£43,098
By signing this form Ricardo agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Planning Related Advice Professional Services (PRAPS) Framework – Call-Off Contract.	
Supplier Project Manager:	Redacted under FOIA Section 40 Personal Information
Signature:	
Date:	

Planning Related Advice Professional Services (PRAPS) Framework	
PART 3: AGREEMENT	
To be completed by Framework Manager and Authority Contract Manager	
Approved by Framework Manager:	Redacted under FOIA Section 40 Personal Information
Contract Award Date:	
Agreed by Supplier:	
Approved by Contract Manager:	
Terms and Conditions	All call off contracts under the PRAPS Framework are subject to the terms and conditions agreed at framework award.
You must have a purchase order number from Natural England before you start any work in connection with this proposal.	

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PART 4

Change Control Schedule

Notes

To be completed by Contracting Authority Project Manager

Any extensions, price changes or amendments to existing orders need to be discussed with the Framework Manager before being agreed with the Contractor. Please remember to amend your Purchase Order in SOP if necessary.

The table below should be used to record and authorise the agreed changes throughout the project. A Change Control Notice (CCN) should be completed for substantial changes to the project and a summary provided in the table below.

Send a copy of the revised Project Form and CCN (if used) to the Contractor once the change has been agreed and approved. A copy should also be sent to your Commercial Lead if a Atamis reference has been provided.

10. Change Control

All amendments to project scope, timetable or costs must be submitted to and approved by the Contracting Authority PM prior to implementing the change.

Change Details	CCN Ref. (if applicable)	Revised completion date (if applicable)	Revised Project Cost (if applicable)	Approved by (Framework Manager / Date