



## Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	tbc	
2. Customer	Natural England	
3. Contractor(s)	Natural Capital Solutions Ltd  1 Lucas Bridge Business Park Old Greens Norton Road Towcester Northamptonshire NN12 8AX	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables:  Natural England	
5. The Agreement	<p>This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none"><li>a) this Order;</li><li>b) the terms and conditions at Appendix 1; and</li><li>c) the remaining Appendices (if any) in equal order of precedence.</li></ul>	
6. Deliverables	Applicable Deliverables	<b>Goods Only:</b> <input type="checkbox"/> <b>Services Only:</b> <input type="checkbox"/> <b>Good and Services:</b> <input checked="" type="checkbox"/>
	Goods	Description: in Appendix 2 - Specification  The Goods are to be Delivered in accordance with the following instructions: <div>Redacted under FOIA Section 43 Personal Information</div>
		Date of Delivery: Final products by 31 March 2025, with interim deliverables set out in Appendix 2  Additional Delivery Instructions: delivered via email.

	<b>Services</b>	Description: in Appendix 2 - Specification  Dates of services: as below
<b>7. Start Date</b>	07/07/2024	
<b>8. Expiry Date</b>	31 March 2025	
<b>9. Charges</b>	The Charges for the Goods and/or Services shall be as set out [Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement.	
<b>10. Payment</b>	Payments will be made to Natural Capital Solutions	
<b>11. Contractor's Liability Cap (Clause 13.2.1)</b>	tbc	
<b>12. Customer's Authorised Representative(s)</b>	For general liaison your contact will continue to be Redacted under FOIA Section 43 Personal Information	
<b>13. Contractor's Authorised Representative</b>	For general liaison your contact will continue to be Redacted under FOIA Section 43 Personal Information	
<b>14. Optional Intellectual Property Rights ("IPR") Clauses</b>	The Customer has chosen Option <b>B</b> in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.	
<b>15. Progress Meetings and Progress Reports</b>	<ul style="list-style-type: none"> <li>The Contractor shall attend progress meetings with the Customer every 2 weeks</li> <li>The Contractor shall provide the Customer with progress reports every 3 months.</li> </ul>	
<b>16. Address notices for</b>	<b>Customer:</b>  Natural England	<b>Contractor:</b>  Natural Capital Solutions Ltd Redacted under FOIA Section 43 Personal Information

17. Key Personnel of the Contractor	Key Personnel Role:	Key Personnel Name:	Contact Details:
	Redacted under FOIA Section 43 Personal Information		
18. Procedures and Policies	N/A		
19. Special Terms	N/A		
20. Additional Insurance	N/A		
21. Further Data Protection Provisions	The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>		

Signed for and on behalf of the <b>Customer</b>	Signed for and on behalf of the <b>Contractor</b>
Name:	Name:
Redacted under FOIA Section 43 Personal Information	
Date: 02/07/2024	Date: 02/07/2024
Redacted under FOIA Section 43 Personal Information	

## **Appendix 1: Terms and Conditions**

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](#) and which are called 'Standard Goods & Services Terms and Conditions'

## **Appendix 2: Specification/Description**

### **Background to Natural England**

Natural England is the government's advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England's natural wealth for the benefit of everyone. Natural England was formally established on 1st October 2006 following the successful passage of the Natural Environment and Rural Communities (NERC) Act 2006 through Parliament. We are an independent statutory Non-Departmental Public Body. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England's rich natural environment can adapt and survive intact for future generations to enjoy.

Natural England's priorities aim for thriving nature for people and planet, with people connected to the natural environment for their own and society's wellbeing, enjoyment and prosperity. It also prioritises improvements in the natural capital that drives sustainable economic growth, healthy food systems and prospering communities. Further information about the Authority can be found at: [Natural England](https://www.naturalengland.org.uk/).

### **Specification of Requirements**

The Natural Capital team at Natural England (NE) are looking to appoint a contractor that has a proven institutional track record in delivering high quality, environmental, social science and natural capital research with a particular focus on using both quantitative and qualitative methods, data and information.

The contractor will conduct research to develop indicators for the benefits received from cultural ecosystem services and determine how to include these indicators within the Natural England natural capital approach. This research will include scoping existing evidence and expertise to determine indicators and develop an approach to include quantitative and qualitative evidence into the natural capital indicators framework. Key outputs of this research include focus groups, a technical report and interpretation package to apply findings in place-based projects. This project is expected to take 9 months, ending by 31st March 2025.

The contractor will be required to:

- Engage in regular project meetings with NE staff to provide project updates throughout the duration of the award.
- Develop research methods capable of collecting information on indicators for benefits derived from cultural ecosystem services and be able to link these benefits with the condition of natural assets.
- Develop a methodology capable of delivering the research objectives.
- Be skilled in quantitative and qualitative research methods and analysis techniques to execute the methodology and meet objectives.
- Deliver core outputs and detailed in the specification below, including focus groups, technical report and interpretation package.
- Deliver the core outputs that align with the Natural England Natural Capital team indicator framework.
- Obtain relevant ethical approvals for the project prior to data collection and adhere to General Data Protection Regulations 2018.
- Disseminate research findings to Natural England audiences, including at a Social Science research presentation in April 2025.

### **Background to the specific work area**

The benefits people receive from nature, such as identities, experiences, capabilities and non-use values, are important components of the way in which people understand and value the natural environment. However, these benefits, and the cultural ecosystem services that provide them, are varied, place-specific, and often rooted in non-quantifiable evidence. In most place-based natural capital applications we can evidence the attributes of the natural environment that we know are important for cultural ecosystem services, however it is difficult to link these attributes to the range of benefits that are received.

As a result, many place-based applications of natural capital aggregate benefits from cultural services or reduce them to a few categories that can be easily quantified and/or valued e.g. recreation and education. Aggregating these benefits is problematic, because it means they can be underrepresented in decision-making despite being highly valued. Much of the evidence for understanding benefits from cultural services more deeply tends to be method-based, qualitative and deliberative. As a result, such methods are not often used in natural capital approaches because they are time consuming and expensive.

The Natural England natural capital approach is based on a logic chain (See below and Lusardi and others 2018: [Natural Capital Indicators: for defining and measuring change in natural capital - NERR076 \(naturalengland.org.uk\)](https://naturalengland.org.uk/natural-capital/natural-capital-indicators-for-defining-and-measuring-change-in-natural-capital-nerr076)) which is a simple way of demonstrating how a process works, providing a sequence of steps showing how different elements are linked to achieve desired outcomes. The approach is rooted in: evidence and data about natural capital assets; indicators of quality, quantity and location of those assets; indicators for ecosystem services associated with the assets; and various metrics that quantifiably measure the indicator. These indicators can be linked to benefits received from nature and driven by ecosystem services, which provide people with value from nature. We have disaggregated and identified the elements of a cultural service logic chain, but not to the extent that we can link specific asset attributes to the practices and/or the benefits that are derived from cultural ecosystem services (see NERR076 Annex 1 Lusardi and others 2018: [Natural Capital Indicators: for defining and measuring change in natural capital - NERR076 \(naturalengland.org.uk\)](https://naturalengland.org.uk/natural-capital/natural-capital-indicators-for-defining-and-measuring-change-in-natural-capital-nerr076)). We have also not identified indicators for the benefits derived from cultural services, or determined how to use non-quantitative data within this approach. This is what we want to explore within this research.

Indicator: A property of the environment, practice or benefit, not defined by specific measurable units

Metric: Quantitative measure of a specific indicator, with defined measurable units

Example cultural service logic chain:

Ecosystem Assets	Ecosystem Service Flow What you do in a place	Benefits What you feel about it
Quantity: Extent of ecosystem types	e.g. Experiential Physical Scientific/educational Aesthetic Spiritual	e.g. Identities Experiences Capabilities Non-use values Etc.
Quality:		
<ul style="list-style-type: none"> <li>• Nature</li> <li>• Landscape</li> <li>• Culture and History</li> <li>• Quietness</li> <li>• Facilities</li> <li>• Accessibility</li> <li>• Safety</li> <li>• Spatial Configuration</li> </ul>		
Location		

This research will develop a deeper understanding to determine and define indicators that link natural capital asset quality, quantity and location with a range of benefits derived from cultural ecosystem services. It will also explore and determine processes for using qualitative and quantitative evidence for

indicators within the natural capital approach. This research will stretch beyond current practices to evidence the benefits people receive from cultural services. Cultural ecosystem services are currently underrepresented in the Natural England natural capital approach and robust indicators have not been determined at a level of useable detail for the variety and range of benefits from nature.

## **Aim**

Through this project, Natural England is seeking to identify practically actionable, meaningful indicators, and relevant data sources, for the benefits received from cultural ecosystem services and associate those indicators with attributes of natural capital assets. Natural England is also seeking to determine methods and approaches for including qualitative evidence within the natural capital indicators approach.

## **Objectives**

The aim of this research will be addressed by four objectives:

Explore and scope how benefits from cultural ecosystem services can be disaggregated to better represent the diverse relationships people have with nature in places, building on existing natural capital evidence and expertise.

Research and make recommendations on how open access quantitative and qualitative evidence and data that represent people's experiences and values can be included in natural capital approaches.

Develop the cultural services natural capital logic chains by disaggregating types of benefits received from nature and associating those benefits with attributes of natural capital assets. Including:

- propose a suite of robust and practical indicators.
- detail how to access and use the data required for the indicators (including, if necessary, any methodologies on combining datasets to for the indicators).

Provide an interpretation package that details how to collect, use and apply the findings of the research in place-based natural capital applications.

## **Methods**

Natural England are looking for contractors to design and deliver a methodology suitable for meeting the research aim and objectives, and produce the outputs detailed below. It is expected for the methods to include documentary analysis of existing empirical research on indicators for benefits from cultural services, focus groups with internal staff and experts and a written synthesis of results. Applicants will be expected to demonstrate relevant experience in conducting primary and secondary social research relating to the methods proposed. Contractors should also demonstrate an institutional track record conducting social research, ideally in relation to natural capital and ecosystem services, and experience and knowledge in producing high quality, accessible, user-friendly outputs, including reports for non-academic audiences.

Created works such as reports, images, map layers, films, audio recordings, software, code, and datasets or databases are legally protected from certain types of re-use. Where you are acquiring an existing work, or commissioning the creation of a new work which may incorporate a third party's work, you need to specify compatibility with your use, sharing and onward licensing requirements. See the guidance for more help.

## Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactively sustainable approach in keeping with the 25-year environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, and negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority's objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

### Outputs:

The project will be expected to generate the following outputs:

Deliverable reference	Deliverable details
D1 Focus groups	Focus groups with an estimated total participant group of 30 internal staff and experts across Natural England and partner organisations who have knowledge and experiences in using the locally-based values and benefits from cultural ecosystem services, technical knowledge in natural capital approaches, or understanding of the connection between people and nature.
D2 Technical report	<p>A technical report detailing research that includes:</p> <ul style="list-style-type: none"><li>● Methodology, findings, limitations and recommendations, including a shortlist of primary or core recommended indicators.</li><li>● Developed, disaggregated cultural service logic chains for each ecosystem service.</li><li>● A suite of indicators detailed in a data tracker spreadsheet annex to include:<ul style="list-style-type: none"><li>○ indicators (and metrics where appropriate) and associated benefits.</li><li>○ data sources, including meta-data (to include but not limited to evidence type, coverage, scale, frequency of updates etc.) .</li><li>○ methods for using the data source for the indicator.</li><li>○ assessment of rigour and robustness for each indicator against the following criteria: transparent, relevant, meaningful, knowable, actionable, and scalable.</li><li>○ relevance rating, limitations, confidence rating.</li><li>○ collation of comments by supplier, NE and steering group.</li></ul></li></ul>



D3 Interpretation package	Interpretation package on how to collect, use and apply the above findings in place-based natural capital applications to enhance the provision of the benefits people receive from nature recovery. Written in plain English and with reference to other NE natural capital place-based work, such as the Natural Capital Evidence Handbook and Natural Capital Atlases.
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## Project timeline, management and communication

Once let, the following are the key project milestones:

Milestone number	Milestone	Date
MS1	Project inception meeting/ teleconference between contractor/sub-contractor and Natural England Steering Group	W/C Monday 8th July 2024
MS2	Agreed final methodology and data gathering approach including project timeline and submission of ethics application.	W/C 19 <sup>th</sup> August 2024
MS3	Delivery of D1	W/C Monday 21 <sup>st</sup> October 2024
MS4	Draft version of D2 and D3 submitted in editable digital format via email.	W/C Monday 3 <sup>rd</sup> February 2025
MS5	Delivery of D2 submitted in digital editable format via email.	Monday 31st March 2025
MS6	Delivery of D3 submitted in digital editable format via email.	Monday 31st March 2025
MS7	Research presentation	TBC

This is the envisaged contract timetable although contractors may need to provide additional timetable detail or adapt this in line with their proposed methodology. Bidders should highlight any proposed deviation from this timeline within their bid.

This project will be managed through regular meetings between the supplier and Project Officer. The contract will be managed through the following process:

- Inception virtual meeting using Microsoft Teams between project steering group and supplier on Week Commencing Monday 8th July.
- Fortnightly virtual meetings to update the Natural England Project Officer
- Email update on progress to provide to the Natural England Project Officer 1 working day before each fortnightly teleconference detailing: work and activities completed to date; issues with delivery of the project timeline.
- Attendance at Steering Group meetings in September, December, and March
- Internal presentations of the results

Any delays to the delivery of the timetable during the contract should be immediately raised via email and discussed with the Project Officer.

Agreed amended Project timeline – see annex 1.

**NE Version 1.0**

### Appendix 3: Charges

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order number.

Invoices can be submitted at intervals throughout the project on completion of the following project milestones:

Payments will be made on completion of milestones as listed in the project timetable on receipt of a detailed invoice following completion of deliverables (to the satisfaction of the Natural England Nominated Officer) and formal acceptance of the specified outputs.

#### Payment schedule

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order number.

Invoices can be submitted at intervals throughout the project on completion of the following project milestones:

Payment of 15% of the total contract value will be made on completion of MS2. A second payment of 15% will be made on completion of MS3. The remainder (70%) of the invoice will be paid on receipt of a detailed invoice following completion (to the satisfaction of the Natural England Nominated Officer) of MS5 (50%) and MS6 (20%) detailed above, and formal acceptance of the specified outputs.

#### Payment schedule

<b>Milestone/Deliverable number</b>	<b>Activity/deliverable required for payment.</b>	<b>Payment percentage</b>
MS2	Agreed final methodology and data gathering approach including project timeline.	15%
MS3	Delivery and acceptance of D1	15%
MS5	Delivery and acceptance of D2.	50%
MS6	Delivery and acceptance of D3	20%
<b>Total</b>		<b>100%</b>