



Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	To be confirmed	
2. Customer	Natural England 4 th Floor Foss House Kings Pool 1-2 Peasholme Green York YO1 7PX	
3. Contractor(s)	Severn Rivers Trust Unit 1, Hope House Farm Barns Hope House Lane Martley Worcestershire WR6 6QF	
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"> a) this Order; b) the terms and conditions at Appendix 1; and c) the remaining Appendices (if any) in equal order of precedence. 	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input type="checkbox"/> Good and Services: <input checked="" type="checkbox"/>
	Goods	Project Reports <ul style="list-style-type: none"> - four quarterly reports to specification <p>The reports are to be provided as two electronic copies in MS Word and Adobe PDF formats.</p> <p>Case studies</p> <ul style="list-style-type: none"> - supporting Resource Library and Survey Framework development
	Services	<p>As set out in Request for quotation</p> <p>Date(s) of Delivery: 25/3/2024 – 31/3/2025</p> <p>To be performed on working days for a period one year</p>

7. Start Date	25/3/2024
8. Expiry Date	31/3/2025
9. Charges	£49,740 The Charges for the Goods and/or Services shall be as set out below in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement.
10. Payment	Payments will be made to Severn Rivers Trust Unit 1, Hope House Farm Barns Hope House Lane Martley Worcestershire WR6 6QF Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.
11. Contractor's Liability Cap (Clause 13.2.1)	A sum equal to £5,000,000
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be Redacted under FOIA Section 43 Personal Information [Redacted]
13. Contractor's Authorised Representative	For general liaison your contact will continue to be Redacted under FOIA Section 43 Personal Information [Redacted]
14. Optional Intellectual Property Rights ("IPR") Clauses	The Customer has chosen Option B in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.
15. Progress Meetings and Progress Reports	The Contractor shall attend progress meetings with the Customer every two weeks The Contractor shall provide the Customer with progress reports every quarter
16. Address for notices	<div> <div> Customer: Redacted under FOIA Section 4 [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] </div> <div> Contractor: [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] </div> </div>

17. Key Personnel of the Contractor	<div>Key Personnel Role: Key Personnel Contact Details:</div> <div>Name:</div> <div>Redacted under FOIA Section 43 Personal Information</div>
18. Procedures and Policies	For the purposes of the Agreement: The Customer's security / data security requirements are as described in the specification The Customer's additional sustainability requirements are as described in the specification The Customer's equality and diversity policy/requirements and instructions related to equality Law and environmental policy are as described in the specification
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 Customer	Signed for and on behalf of the Contractor
Name:	Name:

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

Specification of Requirements

The Authority is Natural England. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: <https://www.gov.uk/government/organisations/natural-england>.

1. About Natural England

Natural England (NE) 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. 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.

2. Project Background

2.1 Natural Capital and Ecosystems Assessment

The Natural Capital and Ecosystems Assessment (NCEA) programme will transform and innovate the way our evidence-base is captured, analysed, and brought together to ensure science meets the needs of policy/decision makers to embed a natural capital approach, allowing us to leave our environment in a better state than we found it.

The NCEA will provide a holistic, accurate and robust set of evidence and data for Defra, and other arm's length bodies, to make informed policy decisions about the state of our natural capital assets in high profile policy areas and lead to better outcomes for the environment. It will also identify innovative and transformative ways of collecting, analysing, and distributing the data.

Better data and evidence are required so that government and society can:

- Understand our natural capital, how and why it is changing.
- Tackle pressures on the environment and the drivers of change.
- Take biodiversity and natural capital into account in decision making.
- Target action where it will be most effective.
- Evaluate policies and interventions to improve their effectiveness across Defra bodies.

2.2 NCEA Community Science workstream

Community Science - often synonymous with the term Citizen Science, but with more inclusive connotations - (CS) is one of the cross-cutting tools we have for collecting data, alongside professional surveys, and earth observation. CS is already essential to environmental policy, forming the majority of current biodiversity monitoring in the UK. It complements and augments standard scientific approaches. Critically it has the potential to contribute even more significant amounts of useful data in places and of a richness that cannot be achieved by other means.

The approach also provides an important means for members of the public to connect with nature and the environment, further developing and deepening their appreciation and understanding of its importance and benefit to us.

3. Vision / Ambition

Defra group would like to help support and further enhance the role and impact of volunteer-based studies of nature and the environment (environmental community science) across England. Whilst there are many good examples of environmental community science practice and use, most are highly specialised with a narrow subject or geographic focus. We would like CS to become a more recognised, respected, and practical option for Defra group programmes to survey and monitor nature and its recovery, the environment and its improvement.

This contract forms part of a wider programme of work seeking to explore and support an inclusive community of national and local stakeholders and other interested parties across England to better coordinate survey efforts, standardise approaches, and engage public participation.

Context and rationale

Community science provides an important source of environmental evidence informing government policy, programmes, and projects. However, the full value, impact, and potential of community science for government, society, communities, and individuals, is limited by several factors, including:

- Insufficient information about or access to resources (methods, protocols, tools, projects and practice) that encourage and enable effective detection, measurement, record making, data sharing, integration and use.
- Insufficient information about and a lack of awareness of opportunities, capacity, and capability of projects that people can participate in.
- Insufficient investment in and capacity to engage, coordinate and support volunteers nationally at a sufficiently local scale.

Government investment in and use of CS data is already extensive and is well developed to suit specific purposes. However, public sector policy, programme and project use has focussed more on the acquisition and application of existing/historic data (already collected) than the design, support and collection of new/future data (survey effort). There is great potential to increase the collective breadth, reach, utility and value of its role in helping us survey and monitor nature and the environment. Currently;

- Community science presents a more involved method of data collection than contracted professionals or staff led survey and these approaches are considered exclusive of each other.
- Use of community science data is weighted towards surveillance (detecting general change and trends) as opposed to monitoring impacts (pressures and interventions as drivers of change);
- Data mobilisation issues that impede public sector and open reuse are not identified or addressed early enough in the pathway from collection to end use;
- Environmental community science investment, projects and initiatives remain disparate limiting their collective value, efficiency and overall benefit.

Wider consultation with national and local stakeholders has additionally enabled some key observations:

- There is a need for a well-resourced, coordinated CS network. This would increase communication, share and coordinate effort, increase resource and learning, improve data sharing, facilitate sharing of tools for community science and reduce duplication in effort and 'reinventing the wheel'.
- Many organisations/individuals are short on time and resource.

- Community scientists need to feel empowered. CS projects need to be relatable for individuals and provide regular feedback on how their data is being used, why it is important and how the local area is benefiting from their work. It is particularly important to engage with more diverse organisations, or community groups including employing people from underrepresented groups to give opportunities and facilitate increasing the diversity of people engaged.
- Co-designing would help to empower the local community and understand local priorities.
- Good data quality, data recording platforms and data completeness are essential to national and local priorities. Many tools and methods already exist and would benefit from additional support.
- Funding is needed to resource the delivery of future CS networks.

Within this context, Natural England want to investigate approaches that help the wider community of established and potential stakeholders (CS sponsors and enablers) address these issues and opportunities at scale across England. We would like to:

- Explore the current and potential future role of community science and the opportunities to further develop and enhance the role of community science studies of nature and the environment across England.
- Promote cooperative monitoring to nurture closer community collaboration to better sponsor and enable the study of nature and the environment, improving and advancing understanding of the collective role of contracted, volunteered and technologically driven survey effort.
- Coordinate and combine the effort and resources of stakeholders (sponsors and enablers) at a more locally operational scale to share *why* we study nature and the environment, *what* elements we measure, *how* this is done and the extent to which *volunteers* are or can be beneficially involved.
- Explore the impact of introducing more capacity (*time, skill and funding*) for stakeholders to form partnerships at scale to engage, support and coordinate public participants in projects and initiatives that study nature and the environment.
- Share priorities, methods, tools, approaches, systems and especially our collective experience and lessons to better inform and evolve common guidance, standards, and resources.

4. Project

This contract will help refine and test the hypothesis that investment in a series of foundational roles/functions at sub-national scale will help the community further coordinate, standardise, and engage public study of nature and the environment at scale. NE want to work with stakeholders to design and test this concept within four contrasting regions of England over this and next financial year (23/24 and 24/25).

A combination of learning from past programmes and more recent local and national consultation has informed this approach and our framing of this programme of pilots. We are interested in how this model of more localised support, together with the wider participatory framework we are developing, might increase the collective capability of existing stakeholders, engage and grow participation from wider society, business and industry.

Four contracts will be awarded to collaborative partnerships (or a single representative partner of such collaborations) to install staff and resources to trial and learn from the provision of the following three roles:

1. **Convene to Facilitate Collaboration** – to convene national and local stakeholders (sponsors, enablers, and beneficiaries) to explore shared interest, co-operation, co-development, and co-funding for the survey and monitoring of natural capital and ecosystems.
2. **Coordinate Methods & Effort** – to help partners and projects coordinate efforts to study natural capital and ecosystems, to efficiently develop, share and advance methods and tools in a mutually beneficial way and which help participants (volunteers and contractors alike) build confidence in the integrity and utility of the data they gather.
3. **Engage Participation** – to secure the time, skills and media needed to engage communities, attract, enrol, and nurture members of the public to proficiently study nature and the environment and benefit from doing so.
- 4.

This investment in localised survey coordination (the focus of this contract) forms part of a wider, interconnected participatory framework comprising three pillars:

- a. **Localised Survey Coordination** – geographically focused capacity, resourced and tested by these and two regional-scale pilots, to support Community Science (delivery of roles 1 and 3 and supporting role 2).
- b. **Community Resource Library** – provision of a central repository for resources that enable and optimise the study of nature and the environment (delivery of role 2 and supporting roles 1 and 3).
- c. **Thematic Survey Frameworks** - drawing together scientific understanding and community practice to establish a common narrative and approach to guide the study of ecosystems and natural capital, from why we need to, what elements to study and how this can be done reliably (supporting roles 1, 2 and 3).

Pilots will each be procured separately within the target regions on a contract basis. Their aim is to meaningfully (a) test the overall hypothesis, practical delivery models for Localised Survey Coordination, (b) test and support development of the Community Resource Library and (c) test and support development of Thematic Survey Frameworks. Collaborative partnerships may involve national and local public sector bodies and NGOs.

Two pilots operating at a regional scale were initiated in November 2023. With this procurement, we aim to launch a further four which will test the model at a more focussed county scale. Together, all six form an integral part of the same overarching programme of exploration and development.

The pilots will provide an important evidence base to further inform, refine and develop a sustainable co-funded model for future support for Community Science across England beyond the current NCEA lifecycle. Whole programme-life evaluation of the pilots as they develop is integral to this.

A national contract to design and support evaluation of all six pilots was let in July 2023 and is intended to run until and conclude by March 2025. The additional four pilots we are seeking to let now will each need to engage and work with the national evaluation contract.

The project is supported by all partners to the NCEA Community Science workstream, and a Strategic sub-board with representatives from these partners and wider policy and programme interests.

Pilot description

The focus of this work is on enabling and facilitating coordinated, purposeful studies of ecosystems and natural capital by volunteer members of the public, in ways that help inform decisions, actions and interventions as well as help us evaluate their success. They must also benefit the volunteer participants. Although access to and use of existing data is important, it is not the prime focus of this work. Acknowledging this early will help maintain focus and avoid distractions.

The four county-scale pilots will be procured under separate contracts within the [Natural England regions](#) of:

1. West Midlands
2. Norfolk & Suffolk

These target regions reflect the distribution of early selection and engagement work. There is no requirement for the four pilots to be equally distributed between these areas.

Further detail on Natural England boundaries can be found using the [Defra Magic mapping and information tool](#).

Pilots will provide active resource within their operating areas – skills and experience through staffing and other support as appropriate - leveraging local and national stakeholder input and support progress towards achieving the following:

- Test the value of the three sub-national coordination roles:
 - Convene and facilitate collaboration – activity that brings together local stakeholders to identify shared interests and priorities, and promote co-operation
 - Coordinate methods and effort – promote shared resources, consult locally to adopt common approaches and contribute to their development
 - Engage participation – support appropriate community engagement on behalf of local stakeholders, supported projects and initiatives
- Positive contribution to geographically specific focus areas for partnership development and delivery in relation to ecosystems and natural capital. For example, Landscape Scale Nature Recovery Projects (LNRPs), Local nature Recovery Strategies (LNRs) or other stakeholder identified priorities.
- Support development of the Survey Resource Library through consultation, testing, feedback and case-study provision.
- Contribution to development of a sustainable model for future Localised Survey Coordination – engaging community input; assessing successes and limitations; contributing to programme evaluation and case-study provision.

The pilots' operating phase will see progress towards the project aims during the year '24/'25. Defined evaluation activities will be carried out throughout reflecting the different project phases.

Expected activities

The following core activities will be expected of pilot delivery partners(hips)

Delivery

- Convene a Local Advisory Group to contribute to local pilot development and contribute to defining priorities: the why, what and by whom of Community science locally and how it integrates nationally.
- Identify local stakeholders, including for example, environmental NGOs; local government interests; locally operating ALBs (Natural England, Environment Agency,

Marine Management Organisation etc.); community bodies; health and wellbeing interests; Local Environmental Record Centres etc.

- Convene a Local Community Science Stakeholder Forum enabling representation from identified local stakeholders and contributing to defining priorities: the why, what and by whom of Community science locally and how it integrates nationally.
- Support the stakeholder forum in identifying local priorities for Community Science implementation: e.g., engagement/recruitment/training; project design and set-up support; specific projects or development areas etc.
- Identify and deliver locally prioritised support actions.

Programme development

- Contribute to NE facilitated monthly learning and sharing workshops with other pilot delivery partners(hips)
- Provide input as required to pilot programme evaluation. Independent evaluation is carried out on NE's behalf by ICF. Specific requirements will be defined prior to contracting but likely to include information gathering from stakeholders and contribution to ICF-led structured workshops/interviews.
- Consultation activities with local stakeholders to support Community Resource Library and Thematic Survey Framework development.

Administrative

- Convene a contract inception meeting with NE programme staff within two weeks of contract confirmation
- Attend and contribute to NE facilitated pilot set-up workshop with other local pilot delivery partners(hips)
- Attend fortnightly progress meetings (online or face-to-face on site) with NE programme staff
- Quarterly and final reporting to a defined (light-touch) format (see final delivery dates below)
- Management of robust process e.g., GDPR
- Responsibility for contract, staffing and day-to-day legal matters

Nature of contracted partner or partnerships

There is no restriction on the type of organisation that may bid although it is anticipated that these may include national and local public sector bodies and NGOs. Given the broad extent of organisational skills and experience however we also welcome the formation of creative partnerships/consortia to deliver pilots.

Demonstratable experience in the following will be valuable:

- Community Science delivery in an environmental context
- Environmental survey, monitoring and recording locally/nationally
- Volunteer management
- Local/regional understanding, reach and relevance
- People engagement, especially hard-to-reach or under-represented groups and with a proactive approach to equality, diversity and inclusion
- Project management

In the event of a consortium approach, the contract will be held with a single named lead partner. Formal agreements between partners are not required at tender or contract signing stage but appropriate Memorandum of Agreement-type arrangements between partners will be expected to be in place within c.three months of contract signing to ensure partnership stability.

Natural England Support

Local pilots will be established under contracts, primarily to ensure that Natural England, on behalf of NCEA, can ensure the overall programme development needs are met. Natural England is committed to a partnership approach in supporting this development and will ensure the following are available to pilot delivery partners(hips)

- Access to a named officer responsible for the programme for any ongoing queries
- Close liaison and support for pilot development
- Facilitation of a learning and sharing networking between the four county-level partnerships and the two larger scale regional partnerships.
- Access to initial national and local stakeholder research carried out as part of the local pilot model development
- Access to background documentation and reports
- Provision of Community Resource Library materials
- Direct input by request and arrangement into Local Advisory Group and Local Stakeholder Forum meetings

Project timescales

Table 1

Activity	YEAR '24/'25											
	Q1			Q2			Q3			Q4		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Inception meeting and set-up workshop												
Local pilot operation phase (Pilots)												
Natural England Support												
Evaluation activities												
Fortnightly progress meetings												
Monthly network workshops												
Advisory group operating												
Stakeholder forum operating												
Quarterly report												

Final report												
Community Resource consultation												
Survey Framework consultation												

Project Milestones

Table 2

	Milestone	Date
M1	Contracts signed; initiation meetings held	12/04/2024
M2	Infrastructure established; staff in place and up to speed; Advisory Group established; Stakeholder Group established; Partnership MoUs signed and copies to NE where appropriate; period evaluation actions complete; D1 quarterly report accepted	28/06/2024
M3	Required development activities complete; period evaluation actions complete; D2 quarterly report accepted	30/09/2024
M4	Required development activities complete; period evaluation actions complete; D4 quarterly report accepted	30/12/2024
M5	Required development activities complete; period evaluation actions complete; D5 final report accepted	14/03/2025

Project Deliverables

Table 3

	Deliverable	Final delivery date (end)	Payment from	% of total
D1	Quarterly report 1	28/06/2024	30/06/2024	20
D2	Quarterly report 2	25/09/2024	30/09/2024	20
D3	Quarterly report 3	30/12/2024	31/12/2024	20
D4	Final report	12/03/2025	15/03/2024	40

Reports will follow a defined format reflecting different project phases in the project lifecycle.

Key Performance Indicators

Table 4

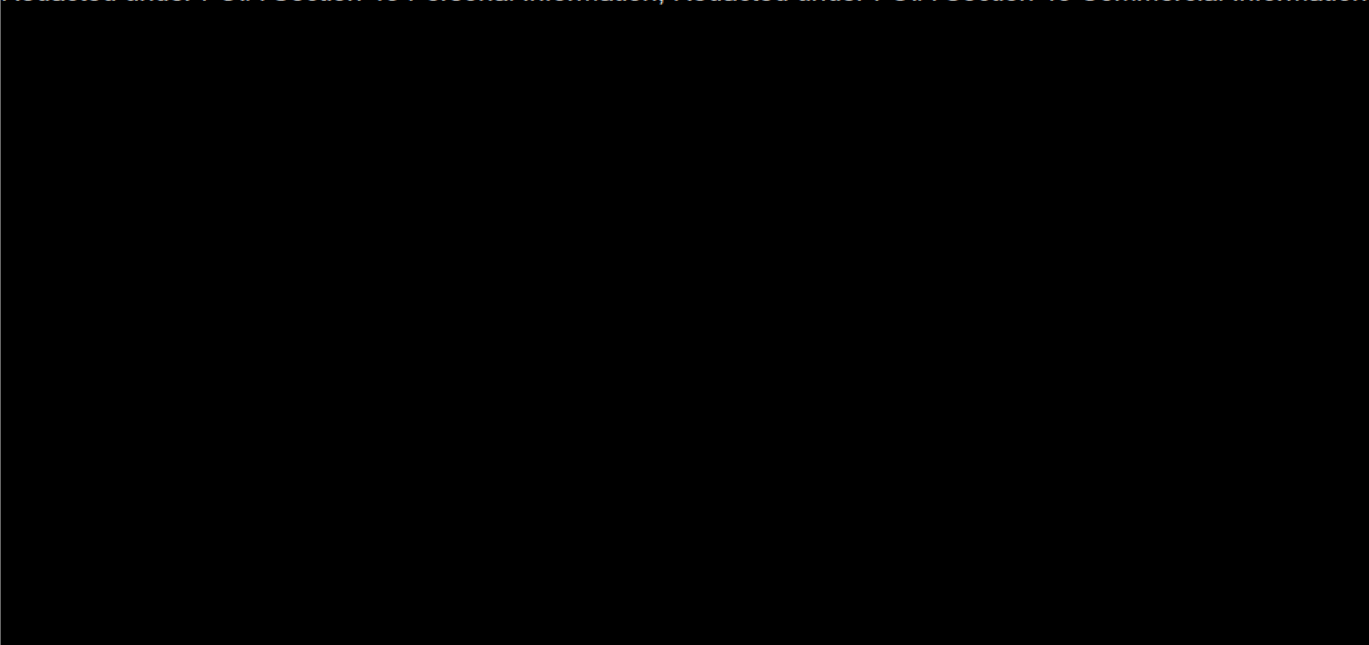
KPI Title	Success Criteria	Reporting frequency	Delivery date	Reporting
Deliverable – Project Progress Reports	Successful and timely completion of Project Progress reports	Quarterly	As described in Table 3 Project deliverables and payments	Quarterly report template

Outcome – Convene and explore shared interest, co-operation and co-development with national stakeholders.	Stakeholder mapping complete.	Quarterly	By 28/06/2024	Quarterly report template
	Local Community Science Stakeholder Forum established.			
	Local Advisory Group established.			
Outcome – Coordinate: to develop and share methods and tools which help members of the public study nature in a mutually beneficial way and which help users build confidence in the integrity and utility of the data they gather.	Shared interests and priorities between stakeholders identified and action agreed. Action plan developed.	Quarterly	28/06/2024	Quarterly report template
	Action plan delivered and learning captured	Quarterly	28/06/2025	Quarterly report template
Outcome – Engage: secure the time, skills and media needed to engage communities, attract, enrol, and nurture members of the public to proficiently study nature and the environment and benefit from doing so.	Engagement log complete	Monthly	Continuous	Quarterly report template
Attendance and contribution to NE facilitated monthly learning and sharing workshops with other pilot delivery partners(hips)	Meeting minutes	Monthly	Continuous	Quarterly report template

Appendix 3: Charges

Redacted under FOIA Section 43 Personal Information, Redacted under FOIA Section 43 Commercial Information





Total (excluding VAT)			49,740
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Payments will be distributed as follows following acceptance of the associated deliverables

	Deliverable	Final delivery date (end)	Payment from	% of total
D1	Quarterly report 1	28/06/2024	30/06/2024	20
D2	Quarterly report 2	25/09/2024	30/09/2024	20
D3	Quarterly report 3	30/12/2024	31/12/2024	20
D4	Final report	12/03/2025	15/03/2024	40