

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

1. Purchase Order Number	tbc	
2. Customer	Natural England, Nature Recovery Network Team	
3. Contractor(s)	<small>Redacted under FOIA Section 43</small> Facilitation Ltd, <small>Redacted under FOIA Section 43</small> Manchester M16 8HQ Company registration number 19399765	
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	Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/>
	Goods	None
	Services	<ul style="list-style-type: none"> <li>1) Project initialisation, project management and attendance of update meetings</li> <li>2) Develop a series of workshops that help partners and partnerships design landscape scale change and prepare projects for investment readiness. This will include at least 4 planning and upskilling sessions working with the NRN team to advise the design of the workshop process. For example, what do we want the outcomes of the meeting to be, who do we need to involve, how do we incorporate different mechanisms, data and content to make the workshops most effective. Trial and facilitate these workshops in 1-3 locations as advised by the NRN team. The workshops will most likely take place in the period of September to December 2024.</li> <li>3) Facilitate and organise a face-to-face meeting in July with the <a href="#">NRN Partnership management group</a>. The aim of this meeting is to develop the group's ways of working to help deliver more nature recovery. This will include at least 2 pre-design sessions with the NRN team as well as supporting and upskilling the NRN</li> </ul>

		<p>team in facilitation. We expect the contractor to book a suitable venue for this session.</p> <p>4) Develop a repository of knowledge/collaboration platform for the NRN partnership to use to facilitate conversations, share knowledge and collaborate on partnership projects.</p> <p>The majority of these meetings and planning sessions will take place via MS Teams except the face to face, the location of the workshops is to be confirmed. Regular update meetings with the contractor will be organised by the NRN team.</p>								
7. Start Date	30 <sup>th</sup> May 2024									
8. Expiry Date	20 <sup>th</sup> December 2024									
9. Charges	<p>The Charges for the Goods and/or Services shall be as set out in below table:</p> <table><tr><th>Description of Task</th><th>Charges (£)</th></tr><tr><td colspan="2">Redacted under FOIA Section 43 Commercial Information</td></tr><tr><td colspan="2">Total: £20076 (exc VAT)</td></tr><tr><td colspan="2">The Charges are fixed for the duration of the Agreement.</td></tr></table>		Description of Task	Charges (£)	Redacted under FOIA Section 43 Commercial Information		Total: £20076 (exc VAT)		The Charges are fixed for the duration of the Agreement.	
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Total: £20076 (exc VAT)										
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10. Payment	<p>Payments will be made to:</p> <p>Redacted under FOIA Section 43 Commercial Information</p> <p><i>Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.</i></p>									
11. Contractor's Liability Cap (Clause 13.2.1)	A sum equal to £5,000,000.									
12. Customer's Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>Redacted under FOIA Section 43 Personal Information</p>									
13. Contractor's Authorised Representative	<p>For general liaison your contact will continue to be</p> <p>Redacted under FOIA Section 43 Personal Information</p>									

14. <b>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.
15. <b>Progress Meetings and Progress Reports</b>	The Contractor shall attend progress meetings with the Customer approximately every 2 weeks, more frequently if necessary.
16. <b>Address for notices</b>	<div>Customer:</div> <div>Contractor:</div> <div>Redacted under FOIA Section 43 Personal Information</div>
17. <b>Key Personnel of the Contractor</b>	<div>Key Personnel Role:      Key Personnel      Contact Details:</div> <div>Redacted under FOIA Section 43 Personal Information</div>
18. <b>Procedures and Policies</b>	NA
19. <b>Special Terms</b>	NA
20. <b>Additional Insurance</b>	NA
21. <b>Further Data Protection Provisions</b>	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: <input type="checkbox"/></p> <p>No: <input checked="" type="checkbox"/></p> <p>(Only incidental personal data (e.g. business email addresses will be shared with and/or processed by the supplier)</p>

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: 06/06/24	Date: 30/05/2024
Signature:	
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

**Tender specification – please note that some of the timings outlined in the specification have been updated and are reflected in section 6.Deliverables in the table above.**

# Specification: NRN Engagement and workshop facilitation

## Background to Natural England

Natural England is the government's adviser for 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.

Background to the specific Natural England work area relevant to this purchase the Nature Recovery Network is core to Natural England's vision of 'thriving nature for people and planet' and our mission of 'building partnerships for nature's recovery'. It is a single, national ecological network of wildlife-rich places. Central to the government's apex goal of improving nature, it benefits people and wildlife by increasing, improving and joining-up these places across England, stretching from our cities to countryside, mountain to sea.

Delivery of the NRN takes us from protection to active restoration of the natural world. It helps us to deal with three of the biggest challenges we face: biodiversity loss, climate change and public health.

We are looking to develop a community of practice centred around the Nature Recovery Network that supports partners, fosters collaboration and allows them to share knowledge. Engagement with the NRN partnership should shape the outputs of this contract and those outputs should be themed around the following deliverables: workshops, facilitated meetings and developing a repository of knowledge/collaboration platform.

## Requirement

The outputs of this contract are:

- Develop a series of workshops that help partners and partnerships design landscape scale change and prepare projects for investment readiness. This will include at least 4 planning sessions working with the NRN team to advise the design of the workshop process. For example, what do we want the outcomes of the meeting to be, who do we need to involve, how do we incorporate different mechanisms, data and content to make the workshops most effective. Trial and facilitate these workshops in 1-3 locations as advised by the NRN team.
- Facilitate and organise a face-to-face meeting in April or May with the [NRN Partnership management group](#). The aim of this meeting is to develop the group's ways of working to help deliver more nature recovery. This will include at least 2 pre-design sessions with the NRN team as well as supporting and upskilling the NRN team in facilitation. We expect the contractor to book a suitable venue for this session.
- Develop a repository of knowledge/collaboration platform for the NRN partnership to use to facilitate conversations, share knowledge and collaborate on partnership projects.

## Outputs and Contract Management

- During early April 2024 – Inception meeting between NRN team and supplier via Teams.
- April/early May - plan face-to-face session for the NRN management group with the NRN team.
- May - facilitate in-person NRN management group meeting.
- May/June - work with NRN team to develop series of workshop facilitation plans.
- April / May - develop repository of knowledge/collaboration platform and trial with NRN management group either at May in-person meeting or a subsequent online session.
- June/July - facilitate trial workshops.
- Contract completion by 2<sup>nd</sup> August 2024.

**Contractor tender response – please note that the contractor provided options to meet the requirements for the tender, final deliverables are outlined in the section 6.Deliverables and section 9.Charges in the table above.**

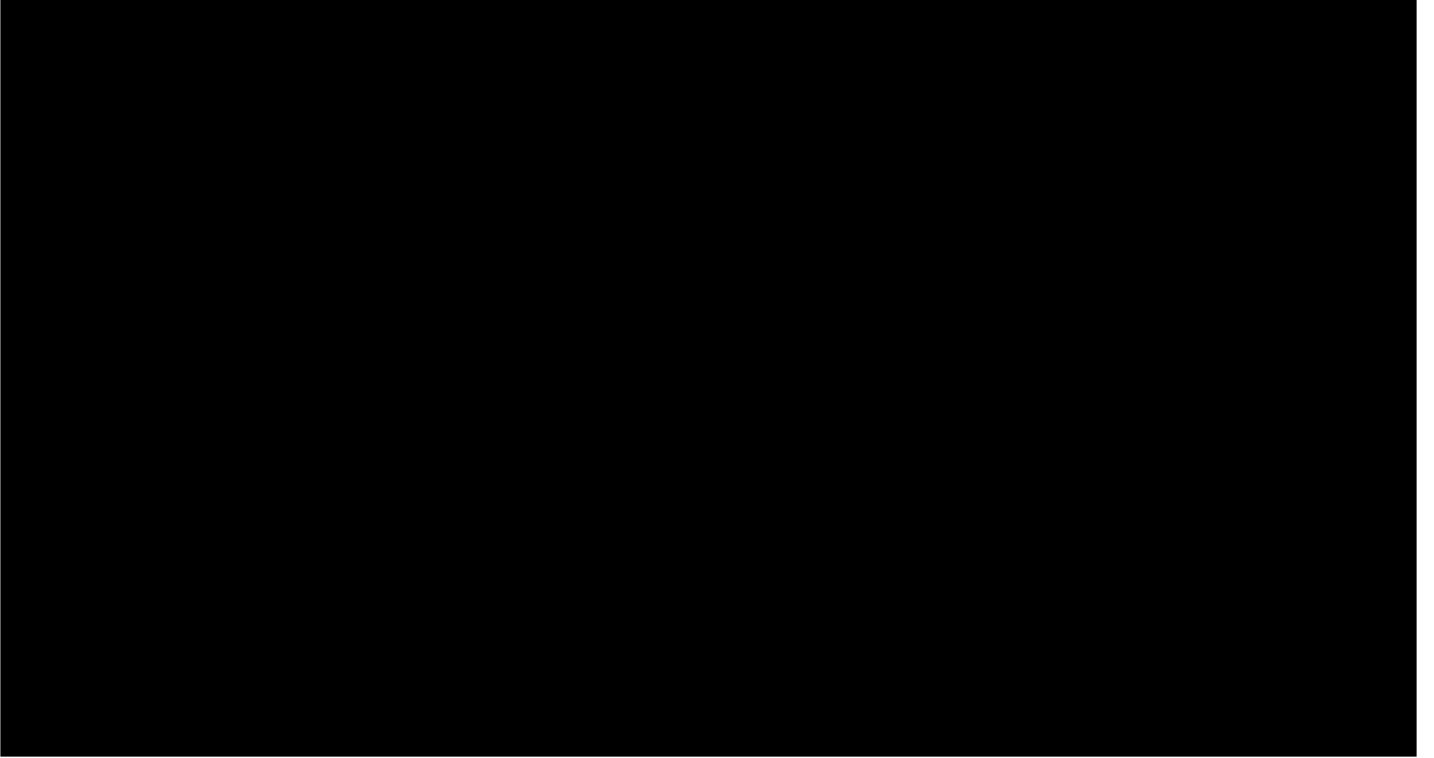
Commercial Response

Redacted under FOIA Section 43 Commercial Information

Table 1: Commercial Response

Descriptions of Tasks	Cost per day	No of Days	Total Cost per Task
Redacted under FOIA Section 43 Commercial Information			

Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information

Total Overall Cost, exclusive of VAT	£16,606
Total Overall Cost, inclusive of VAT	£19,904

### Optional Additional Costs and Expenses

Costs here are not included within the total calculations above because they are discretionary or because NE may be able to source cheaper or free resources from partner organisations.

Redacted under FOIA Section 43 Commercial Information

£268
£4,578



#### Appendix 4: Processing Personal Data

<b>Contract:</b>	<b>[XXXX]</b>
<b>Date:</b>	<b>[XXXX]</b>
<b>Description of authorised processing</b>	<b>Details</b>
Identity of Controller and Processor for each category of Personal Data	
Subject matter of the processing	
Duration of the processing	
Nature and purposes of the processing	
Type of Personal Data	
Categories of Data Subject	
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	
Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement	
Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach	