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File Ref: CNTR 06 7590 / PO 3210

Date: 31 March 2015

Contract Amendment No: 10

CONTRACT FOR: Management and Maintenance of a Research Database and Website

CONTRACT NUMBER: CNTR 06 7590 / PO 3210

With reference to the contractual letter dated 26 April 2007 (as most recently amended by the letter dated 18 March 2014) whereby your firm was engaged to undertake the services defined at Section 3 of the contractual letter, I confirm that the UK Government wishes to make the following further amendment to the letter of 26 April 2007:

Section 1, Paragraph 3, Commencement and Duration of Services

Delete "31 March 2015 ("the End Date")" and Insert "30 September 2016 ("the End Date")"

Section 1, Paragraph 4, Financial Limit

Delete "£3,843,237 ("the Financial Limit")" and Insert "£4,178,933.50 ("the Financial Limit")"

Section 3, Terms of Reference

Insert the attached (Revised – March 2015)

Section 4, Special Conditions

Insert:

"4. Break Points

The contract will be subject to break points at the following times:
      Break point 1 – 31 March 2016
      Break point 2 – 31 May 2016
      Break point 3 – 31 July 2016

The Supplier will require formal approval from DFID before proceeding beyond each break point. Movement beyond each break point will be based on satisfactory performance of the Supplier and be dependent on the continued need for the requirement."

Section 5, Schedule of Prices

Insert the additional Annex (Additional March 2015) to the schedule of prices.

2. These amendments relate to an 18 month extension with a revision to the scope of the terms of reference with an increase of £335,696.50 to the financial limit of the contract.

3. Please confirm in writing by signing and returning one copy of this letter, within **15 working days** of the date of signature on behalf of DFID that you accept the amendment[s set out herein.

4. Please note the provision in the contractual letter that the financial limit of the UK Government's liability to the Supplier under this engagement shall not exceed the sum specified unless the amount of any such excess has been agreed by the Department for International Development in writing before the Supplier takes any action which might result in the financial limit being exceeded.

For and on behalf of the
Secretary of State
for International Development

Name:

Position: Procurement and Commercial
              Manager

Signature:

Date:

For and on behalf of

CAB International

Name:

Position:

Signature:

Date:

CB11 (March 2014)

Terms of Reference (Revised March 2015)

Research for Development (R4D): Maintenance, Support & Updating
1st April 2015 to 30th September 2016

1. **Introduction**

   Research for Development (R4D) was launched in 2006 to support the preservation of DFID corporate knowledge and provide a portal for internal and external audiences, to showcase and provide access to information on DFID centrally funded research, from the 1990s to the present day.

   These Terms of Reference outline an 18 month cost extension to the contract from 1st April 201 to 30th September 2016. This extension will be for a reduced service and will keep the existing R4D sites, services and platforms accessible, updated and maintained, whilst a new R4D service is developed and built on .Gov.uk. It will cover; the maintenance and support for existing platforms and data, the maintenance and support of updates to the R4D database, the managed transition and migration of R4D data and material to DFID, its consultants and/or to the new R4D service on .Gov.uk.

2. **Objectives**

   - To support and maintain, on a day to day basis, the R4D website, platforms, their material and/or applications to ensure that all services and material/data on them are accessible to all R4D users.

   - To support and maintain, on a day to day basis, the updating and uploading of DFID funded inputs and outputs.

   - To support, update and maintain R4D Open Data (including the API for the DFID Development Tracker).

   - To manage the handover and migration of R4D content and data to DFID, its consultants and/or to a new R4D service.

   - To contribute to the GDS process for the development and build of the new R4D service on .Gov.uk (as required and requested by DFID).

3. **Recipient**

   The recipient of these services will be primarily DFID and the research organisations and institutions we fund. It will also benefit the wider research and international development communities as it will support and maintain access to DFID research material and information as well as R4D Open Data on data.gov.uk and Linked Development. R4D Open Data

enables individuals and organisations to use, exploit and develop the data and information within the R4D database.

4. **Scope**

The work is limited to the maintenance and support of existing platforms and their material/data/applications (R4D website, R4D database, Linked Development, statistics and feeds) as well as supporting the data on data.gov.uk and the updating of the R4D database by DFID staff and external funded organisations. It will include the managed handover and migration of R4D content to DFID, its consultants and/or to the newR4D service.

It does not include any technical development of R4D platforms, sites, applications and/or data.

5. **Requirements**

There are three main strands to the work required:

5.1 Maintaining, supporting and updating R4D

5.1.1 Existing Platforms - their material, data and/or applications

- To maintain and support access to R4D Website, R4D Database, Linked Development, statistics and feeds

- To support and maintain access to the content, services and/or applications on the R4D Website, R4D Database, Linked Development, statistics and feeds

- To maintain and support statistical reporting on the usage of R4D

- To fix any technical issues which would prevent access to the R4D Website, R4D Database and Linked Development and their content, services and/or applications

5.1.2 Uploads and Updates to the R4D database

- To harvest, support and maintain the addition of new DFID funded programme and project details/documents onto the R4D database (outputs to be harvested will be specified by DFID – see annex).

- To support, maintain and process single/bulk uploading of DFID funded research programme/project outputs to the R4D database.

- To support, maintain and undertake the updating of DFID funded programme and project records on the R4D database

- To fix any technical issues which would prevent the updating and/or uploading (single and bulk) to the R4D database

5.1.3 **Data**

- To support and maintain the existing R4D Open Data services and/or applications on data.gov.uk and ensure that they are accessible and available.

- To update GitHub as appropriate and notify DFID when completed

5.2 **Handover and Migration of R4D**

- To update, if appropriate, the existing R4D handover documentation

- To update the existing R4D sites and database to notify R4D users of the new R4D service on .Gov.uk (as specified and required by DFID)

- To manage and undertake the technical handover and migration to DFID its consultants and/or the new R4D service

- To manage the closure of all existing R4D sites, platforms, etc as authorised by DFID.

5.3 **Contribution to GDS Process**

- To take part in, and contribute to the GDS process for the development and build of the new R4D service on .Gov.uk (as specified by DFID)

6. **Outputs**
Anticipated outputs are:

6.1 **Maintaining, supporting and updating R4D**

- Accessible and functioning R4D website (inc uploading services and feeds)

- A searchable database of DFID funded projects and programmes

- Accessible and searchable R4D usage dashboard and R4D usage reporting

- Accessible and functioning R4D Open Data services and applications via data.gov.uk and Linked Development

6.2 **Handover and Migration of R4D**

- The successful handover and migration of R4D to DFID, its consultants and/or the new R4D service

- The managed closure of all existing R4D sites, platforms etc

- Updated R4D sites and database which highlights new R4D development and build on .Gov.uk (as specified by DFID)

- Updated documents outlining R4D and its technical process (where/if appropriate)

6.3 **Data**

- Updated and accessible R4D data on data.gov.uk

- Updated and accessible R4D data on GitHub

6.4 **Contribution to the GDS Process**

- Completion of the involvement in the GDS process, as required and specified by DFID (but not exceeding costs estimated)

7. **Reporting**
There will be monthly maintenance meetings. In addition to this the supplier will provide DFID with access to the CABI Storytracker and will produce three Maintenance and Update Reports. The first report will be due September 2015, the second Maintenance and Update Report will be due mid-March 2016 and the final report will be due September 2016. Where appropriate the Maintenance and Update Reports should include handover and/or migration work and activities.

8. **Constraints and dependencies**
The requirement of the supplier to handover and migrate content and data to DFID, its consultants and/or the newR4D service relies on the timescales required for the GDS process as well as obtaining the necessary GDS approvals. It is also reliant on DFID and/or its consultants confirming the timescales for the handover and migration of R4D.

9. **Timeframe**
The contract period will run from 1st April 2015 and end on 30th September 2016. There will be break points in the programme where the Supplier will require formal approval from DFID before proceeding.

> Break point 1 – 31 March 2016
> Break point 2 – 31 May 2016
> Break point 3 – 31 July 2016

Movement from one stage to the next will be dependent on the continued need for requirement.

10. DFID Co-ordination

The RED R4D Programme Manager is

Senior Knowledge and Information Manager
Director of Research Office
Research and Evidence Division
Department for International Development
22 Whitehall
London, SW1A 2EG

The RED R4D Project Officer is

Knowledge and Information Support Officer
Director of Research Office
Research and Evidence Division

Department for International Development
Abercrombie House
Eaglesham Road
East Kilbride, G75 8EA

The DFID Contract Officer is

Procurement and Commercial Department
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