

To be sent out in an email



Department  
for Education

[REDACTED], Teachers Analysis  
Division, DfE, Sanctuary Buildings,  
Great Smith Street, London, SW1P  
3BT.

Tel: [REDACTED]

Email: [REDACTED]

CFE Research  
Phoenix Yard  
Upper Brown Street  
Leicester  
LE1 5TE

20 November 2018

Dear [REDACTED]

**RESEARCH PROJECT: TEACHER MOBILITY IN CHALLENGING AREAS RESEARCH  
PROJECT REFERENCE: EOR/SBU/2018/015**

Please find attached a Variation of Agreement for this Research Contract.

I would be grateful if you could sign and date the variation below, and return a copy to me via email by 22 November 2018.

One copy of the Variation will be returned to your organisation once it has been signed for and on behalf of the Department.

Yours sincerely

[REDACTED]

**VARIATION TO THE CONTRACT WITH: CFE****CONTRACT NUMBER: EOR/SBU/2018/015****CONTRACT DATE: 18<sup>th</sup> June 2018****VARIATION NUMBER: 2****REASON**

To change the timelines to allow the second phase of fieldwork to take place in January to early February 2019, for the report to be delivered in March 2019. The end date of the contract is therefore extended to 31<sup>st</sup> March 2019, as outlined below.

**SCHEDULE ONE**

The description of activities and timings are now as follows:

Task	Output	Date Required
Inception	Inception report	18 <sup>th</sup> June 2018
Scoping interventions	List of proposed interventions	31 <sup>st</sup> July 2018
Conducting phase one interviews and focus groups		5 <sup>th</sup> October 2018
Analysis of interviews and focus groups	Interim output mapping findings to the COM-B model and recommending refinements to the proposed interventions.	31 <sup>st</sup> October 2018
Refine interventions to test and agree topic guides for phase two interviews	Agreed list of interventions and topic guides	10 <sup>th</sup> January 2019
Conducting 54 depth interviews with teachers, NQTs and head teachers		6 <sup>th</sup> February 2019
Analysis and reporting	Draft final report	1 <sup>st</sup> March 2019
Finalising report	Final report	31 <sup>st</sup> March 2019

**SCHEDULE TWO**

Milestone	Payment Amount	Payment Date
Scoping, list of proposed interventions, project management, design of draft research materials and mail out of recruitment survey		31 <sup>st</sup> July 2018
Additional payment for CATI if required		28 <sup>th</sup> September
Completion of phase one research (20 depth interviews, 6 focus groups); project management; transcriptions; travel costs/refreshments for group participants; interim reporting and workshop delivery		30 <sup>th</sup> November
Design of research material, recruitment and completion of 54 depth interviews (phase 2); transcriptions; project management		15 <sup>th</sup> February 2019
Project management, analysis and reporting		29 <sup>th</sup> March 2019
Total amount	£80,000	

**Expenditure for the financial year 2018-2019 shall not exceed £80,000 exclusive of VAT.**

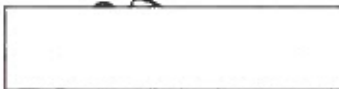
**Total Project expenditure shall not exceed £80,000 exclusive of VAT.**

**We agree that all other terms and conditions of the Contract remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the Variation of the terms specified above.**

**As witness the hands of the parties**

**Authorised to sign for and on behalf of  
the Secretary of State for Education**

**Signature**



**Date**

20/11/18

**Name in Capitals**



**Position and Address**

Deputy Director  
DfE  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

**Authorised to sign for and on behalf of  
the Contractor**

**Sig**



**Date**

20/11/18.

**Name in Capitals**



**Position and Address**

Managing Director  
CFE Research  
Phoenix Yard  
Upper Brown Street  
Leicester  
LE1 5TE