

Schedule 1: Task Order

Part 1. This Task Order is dated January 22, 2025 and made between:

MIDLANDS AND LANCASHIRE COMMISSIONING SUPPORT UNIT (PART OF NHS ENGLAND an executive agency of the Department of Health) with offices at Heron House, 120 Grove Road, Stoke on Trent ST4 4LX, hereafter the "CSU" (the "**Main Contractor**").

Market & Opinion Research International Limited (trading as Ipsos) incorporated and registered in England and Wales with company number 00948470 whose registered office is at 3 Thomas More Square, London, E1W 1YW (the "**Subcontractor**").

Part 2. Background

- (A) The Subcontractor can be procured as a direct award on the MLCSU Accreditation Scheme.
- (B) The parties have agreed to collaborate in accordance with this Task Order.

Part 3. Project provisions

The parties agree that:

1. STRUCTURE

- 1.1 This Task Order forms part of the agreement.
- 1.2 The terms and conditions of the agreement apply to this Task Order. Each Party agrees that it shall perform its obligations set out in this Task Order in accordance with the agreement.
- 1.3 Unless otherwise defined in this Project Schedule, terms used in this Project Schedule shall have the meaning given to them in the agreement.

2. DESCRIPTION OF PROJECT

1. TERM
1.1. Effective Date This Task Order shall commence on the 1 st April 2025
1.2. Expiry Date This Task Order shall terminate, automatically on :

- 1.2.1. March 31, 2027, or
- 1.2.2. At completion of the Services in accordance with section 3 of this Task Order. Whichever is the earlier unless terminated earlier in accordance with clause 18 of the agreement.

2. SERVICES REQUIREMENTS

The subcontractor will lead Strand 1 (Young Leaders, YL) delivery of the Together Type 1 evaluation commissioned by Diabetes UK. The methodology is outlined in the evaluation proposal, with any amends noted in the revised evaluation plan. The general tasks will include (not exhaustive): preparing data collection materials (e.g., topic guides); participant recruitment and interview scheduling; conducting and supporting other researchers to conduct interviews (e.g., conducting a topic guide briefing and post-interview de-brief as needed); setting up and monitoring data collection through App Life (Ipsos' proprietary app); coding and analysing the data; and contributing to relevant sections of the report. The subcontractor will be expected to comply with all relevant data protection regulations and legislation, as well as the project specific guidance shared by the Main Contractor (e.g., safeguarding approach). The subcontractor is responsible for quality assuring tasks completed, with key outputs / deliverables (as agreed with the Main Contractor) to be shared with Main Contractor and client (Diabetes UK) for review, feedback and sign off.

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES

Milestone	Deliverables (bulleted list showing all Deliverables (and associated tasks) required for each Milestone)	Duration (Working Days)	Milestone Date	Lead Contractor's Responsibilities
1 – Year 1 Data collection	<ul style="list-style-type: none"> Data collection material development Participant recruitment Data collection (via App Life and qualitative fieldwork) Project management and client communication (as needed) 	12 days	End of August 2025	<ul style="list-style-type: none"> To share relevant documents, including the theory of change, that should inform data collection materials To provide input based on our understanding of the client's needs
2- Year 1 analysis and reporting	<ul style="list-style-type: none"> Coding and data analysis Contributing to reporting Project management and client communication (as needed) 	8 days	End of March 2026	<ul style="list-style-type: none"> To provide the report structure and lead the discussion about the reporting approach
3- Year 2 data collection	<ul style="list-style-type: none"> Amending data collection materials (if needed) Participant recruitment Data collection (via App Life and qualitative fieldwork) Project management and 	12 days	End of August 2026	<ul style="list-style-type: none"> To provide input based on our understanding of client needs

	client communication (as needed)			
4 – Year 2 analysis and reporting	<ul style="list-style-type: none">• Coding and data analysis• Contributing to reporting• Project management and client communication (as needed)	8 days	End of March 2027	<ul style="list-style-type: none">• To provide the report structure and lead the discussion about the reporting approach

4. SECURITY REQUIREMENTS

To handle, process, store and dispose of data in line with relevant legislation and regulations (including GDPR, DPA).

5. PAYMENT TERMS

5.1. The Fees applicable to the Services are £36,231.50 exclusive of VAT. This amount includes expenses associated with App Life use, which are [REDACTED] excluding VAT).

5.2. The Main Contractor shall pay the Fees set forth above to the Subcontractor within thirty (30) days from receipt of the invoice, in accordance with clause 12 of the agreement.

5.3. Charging mechanism is based on day rates, which were agreed and included in the initial proposal to the client. The agreed day rates are:

- Associate Director - [REDACTED]
- Research Executive [REDACTED] day

Invoicing arrangements: The subcontractor will submit invoices at the following points:

Invoice	Invoice sent	Invoice value (£)	Including 20% VAT
1	End of August 2025	[REDACTED]	[REDACTED]
2	End of March 2026	[REDACTED]	[REDACTED]
3	End of August 2026	[REDACTED]	[REDACTED]
4	End of March 2027	[REDACTED]	[REDACTED]
Total		[REDACTED]	[REDACTED]

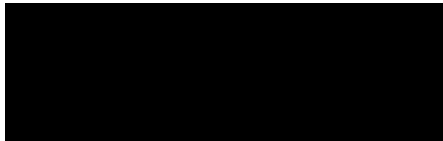
5.4. Travel and Subsistence – N/A

3. ADDITIONAL TERMS

N/A

Part 4. Task Order's signatures

Signed for and on behalf of Midlands And Lancashire Commissioning Support Unit (Part Of NHS England):



Signed for and on behalf of Ipsos (market research) Limited (trading as Ipsos)