**Order Schedule 20 (Order Specification)**

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Order Contract

1. **Background**

The Curriculum and Assessment Review has been set up to review the national curriculum and statutory assessment system in England, including qualification pathways. It will consider children and young people’s education and experiences from ages 5 to 19. Further details about the Review’s aims, its terms of reference and working principles can be found [here](https://assets.publishing.service.gov.uk/media/6699698f49b9c0597fdb0010/Curriculum_and_assessment_review_-_aims_terms_of_reference_and_working_principles.pdf).

The Review aims to refresh the curriculum to ensure it is cutting edge, fit for purpose and meeting the needs of children and young people to support their future life and work. Building on the Government’s commitment to high standards in the curriculum in England, whilst ensuring that the curriculum appropriately balances ambition, excellence, relevance, flexibility and inclusivity for all our children and young people. The Review will address the key problems and hard barriers to achievement in the curriculum and assessment system from KS1-5, and ensure meaningful, rigorous and high-value pathways for all at 16-19.

As set out in the [Review principles](https://assets.publishing.service.gov.uk/media/6699698f49b9c0597fdb0010/Curriculum_and_assessment_review_-_aims_terms_of_reference_and_working_principles.pdf), the Review will be rigorously evidence and data driven. The launching of this call for evidence is the first step in hearing evidence from stakeholders. This will help build the understanding of the strengths of the current system and identify the areas that most need to change to improve outcomes for children and young people. It will also provide insight into how we can ensure that the curriculum is deliverable in a way that is consistent with manageable and sustainable workloads for education staff.

Understanding the views, and the evidence and experiences that underpin them, will be crucial in informing the Review. Responses are expected from a broad range of people who will be interested, such as young people and their parents, teachers, lecturers, education leaders, subject experts, researchers and employers. There is likely to be a strong interest in the Review and consequently there are likely to be a high volume of responses to the Call for Evidence.

The Call for Evidence can be found here: Improving the curriculum and assessment system - GOV.UK (www.gov.uk)  The call for evidence asks respondents to provide evidence to support their answers, specific examples, and, where possible, solutions that consider feasibility.

This written evidence, alongside other forms of evidence collection such as through a period of engagement, will inform the publication of an interim report in early 2025 which will set out the Review’s interim findings and confirm key areas for further work. The final report and recommendations will be published in late 2025.

DfE is looking to award a contract to undertake an analysis of the Call for Evidence responses and to develop reports of the analyses for the Curriculum and Assessment Review (CAR) team. The analyses and reports will feed into the policy development of Curriculum and Assessment Review. It is anticipated that the contractor will provide a final written report, alongside other deliverables, and content from this report will be included in DfE published materials to sit alongside the Review’s interim report and recommendations to be published in early 2025.

**Objectives**

This project will involve:

* Analysing ***all*** responses to the Call for Evidence that are on Citizenspace and submitted via the CAR inbox. This will include both written responses to the specific questions and collating and sharing any additional evidence underpinning the responses. This will include systematically organising, and quantifying, answers to the discrete questions in the call for evidence
* Working collaboratively with the CAR team on the analytical and reporting requirements.
* Reporting the findings to the CAR team. The key deliverables include:
  + An interim report setting out headline findings to inform internal insights, the content of which will be agreed with the CAR team.
  + A full report with detailed analysis of all the findings to be shared with DfE for internal insights.
  + A summary report of the key findings to be published alongside the CAR interim report in Spring 2025.

1. **Purpose**

The Call for Evidence aims to gather views, and the evidence underpinning them, from a broad range of stakeholders. This will help ensure that the Review’s findings and recommendations are informed by evidence and that they are built on what is working in the sector and recognise the challenges and barriers.

This project is essential to help ensure the rich and vast amounts of data, submitted as part of the Call for Evidence, can be collated, systematically organised, reviewed, analysed and distilled in a way that is robust and informative to the Review.

The contractor is expected to apply robust cost-effective analytical techniques. These can be determined by the contractor and is likely to include innovative ways to analyse large volumes of qualitative, such as through AI techniques such as Natural Language Processing.

All responses should be included and the data should be analysed by theme of the Review (as set out in the CfE) and by respondent types – i.e. individual respondents (parents, teachers, leaders etc) as well as by organisations. A clear strategy for how different respondent types will be handled is essential to delivering this piece of work at scale and at pace. It is not expected that the contractor would analyse any additional evidence reports submitted alongside question responses, these should be collated and shared with the CAR team.

The project will involve sharing the data and findings with the CAR team in a timely way to inform the Review next steps.

1. **Requirements**

The contractor will need to provide a clear methodology for how they will organise and analyse the data. This should include information about the analytical tools and techniques they propose to use to provide both quantitative and qualitative analyses of the responses. The contractor should set out how they will deal with responses from a range of different types of stakeholders.

The contractor should set out how they plan to resource this work including the skills and expertise they will bring to the project. The contractor should set out the likely risks and challenges and their proposed mitigations, for example, how they will scale up the methods if there is a significant response to the CfE.

The contractor will need to have an understanding of the education sector, particularly around the themes of the Review and they will need to demonstrate a proven track record in similar projects, including dealing with large amounts of mainly qualitative data and delivering work at scale and pace.

The supplier will need to work closely and flexibly with the CAR team to ensure the emerging needs of the Review are addressed and to ensure delivery in a timely manner.

**3.1 Timeline and outputs**

The DfE team require the supplier to provide a short interim top line report, followed by a more detailed internal report.

**Proposed timeline**

* w/c 4/11/24 **Assessment of bids**
* 15/11/24 **Award the contract**.
* 18/11/24 **Start up meeting** and develop analysis team’s understanding of CAR, provide sample of data to enable set up of systems for analysis and work through any likely issues.
* 18/11/24 **First tranche of data** - responses to date via the on online portal will be provided to contractors.
* 22/11/24 **Call for evidence closes and final and complete set of data** shared with Contractors. This will include any emails and responses in other formats received.
* w/c 09/12/24 – **Contractor to provide** **Headline/top line report of key findings** shared with CAR team, including:
* Quant findings on number and types of respondents
* Emerging themes from the responses

The headline report is an opportunity to set out and test the themes being identified, to test with the CAR team what analysis/ focus is most useful, and to compare against the themes emerging from stakeholder events. It is also a chance for the DfE’s internal analysis team to get a better understanding of some of the context on which the comments from respondents are based.

* W/c 13th Jan 2025– **Full detailed report on qualitative findings** to be shared with CAR team for internal sight.
* W/c 27th Jan 2025 – **High-level report** for publication alongside CAR Interim Report.
* The contract should provide for an option of additional analytical work after delivery of the final report, should the need arise to answer further questions on the basis of the consultation data.

*N.B. The Department for Education reserves the right to alter the deadlines as and when required. The above defined activities are an overview only. A detailed list of key deliverables will be developed in consultation with the approved contractor supplier, which will form the basis of reporting and payment schedule. Additional meetings to satisfy the requirement will be required to be set up.*

**3.2 Additional Requirements**

In addition, the DfE requires the supplier to:

* Provide a single point of contact within their organisation for the DfE throughout the term of this contract
* Securely receive and store data on the call for evidence data from the DfE.
* Provide a cleansed dataset of the call for evidence data, controlling for duplication, including coding applied to responses to categorise for analysis, including responses representing multiple organisations and empty responses alongside the final report.
* Weekly email updates on progress to be received by the Contracting Authority and regular weekly meetings with the CAR project manager and analytical team. There may be a requirement for additional ad-hoc meetings as requested.
* Meetings with wider CAR policy team to discuss emerging findings and final analysis.
* Other meetings with senior stakeholders may be requested post-analysis.
* Reports are expected to be accessible, succinct and engaging. Reports are also expected to be quality assured prior to being shared with DfE.
* High-level and final reports written with approved CAR template meeting all accessibility requirement.

Social Value KPIs

1. Broader workforce development through two company-wide workshops and shadowing opportunities for up to 5 non-project team members to observe more challenging components of our methodology (such as handling complex or ambiguous responses).

Timeline: Workshops and shadowing delivered January 2025

KPI (workshops): 30 participants x 1 hour x 2 workshops = 60 people-hours

KPI (shadowing): 5 participants x 4 hours = 20 people-hours

* 1. 2. 20 careers talks with local universities.
  2. Project Manager Eric Yang will conduct 20 (recorded) workshops for prospective and current economics students at local universities to discuss research consulting work, insights into possible career paths and steps/skills required.
  3. Timeline: Delivered weekly throughout December and January 2025
  4. KPI: Target 20 participants per workshop x 2 hours x 20 workshops = 800 people-hours

**3.3 Description of the data**

The data from respondents using the online portal will be downloaded by the DfE team and provided in excel immediately following contract signature and the complete dataset on 25th November. Personal data will be deleted before the information is shared securely with contractors.

It is expected that a minority of respondents will not use the online system and provide responses in different formats – either as emails, by post and potentially via translated BSL. The CAR team will share these responses separately so they can feed the responses into the findings.  This contractor is not expected to translate and BSL documents. Respondents may also provide supplementary evidence reports alongside their completed surveys. It is likely that some of these may support the survey responses directly and as such the contractor should use them to inform their analysis. However, if they are additional to the question responses, the contractor is not expected to analyse them and should share them with the CAR analytical team for analysis. A decision might need to be made on a case by case basis.

The [CAR call for evidence](https://consult.education.gov.uk/curriculum-and-assessment-team/curriculum-and-assessment-review-call-for-evidence/) has nine sections with a total of 54 numbered questions:

the first 9 gather information about the respondent;

A small number of the 45 substantial questions have multiple part answers.

The contractor should organise the analyses and reporting by these themes and questions.

**3.4 Forecast Volume of Responses**

It is difficult to estimate the number of responses likely to be received. In recent consultations the number of responses we have received has ranged from between 430 – 100,000. We would estimate that responses to this call for evidence will be on the higher side given the broad coverage of the Review, its profile in the media and interest in the call for evidence.

**3.5 Analysis and Methodology**

The analysis must include (this is not an exhaustive list, and requirements will need to be refined):

Quantitative analysis of the closed responses, by respondent characteristics.

Analysis of the qualitative responses by question, by respondent characteristics – e.g. starting with sentiment analysis on the responses but expanding as appropriate into understanding the issues raised and how these vary across groups of respondents.

Analysis of cross-cutting themes and common views, and strength of opinions by respondent characteristics. Where appropriate, cross tabulation of results should be provided.

Identification of areas of similarities in views and differences overall – i.e. where is there agreement/ disagreement among respondents and are there factors that explain the differences in views. Where are there correlations between groups or answers to other questions?

Identification of useful quotes to illustrate particular viewpoints.

The potential supplier should set out their methodology for:

Receiving and securely storing the data from the call for evidence, and deleting this from their systems at the end of the project;

Data cleaning - dealing with issues of duplication, incomplete or unclear information;

Weighting of responses where a response represents the views of more than one organisation or individual (i.e. where a group of organisations have responded in one reply);

Analysing the quantitative data in closed responses;

Organising and analysing the qualitative data, using qualitative and quantitative techniques, to ensure robust and accurate interpretation and summation, ensuring consistency across the team of analysts involved and that different techniques used will complement each other. We expect a very large number of responses, and due to the open nature of the call for evidence, AI and similar techniques offer an opportunity to support the analysis. The supplier should demonstrate how they have considered ways to maximise the utility of the content of open questions for further analysis using such techniques, that potential ethical considerations have been considered and that the approach ensures a ‘human in the loop’ to validate the findings;

Developing understanding of the themes and issues raised, and testing this with the CAR team;

Producing succinct and well written reports;

Providing DfE with a database of analysed responses evidencing the findings in the reports including codes and derived variables generated to summarise responses and facilitate analysis;

Project management and oversight, including quality assurance and data protection.

The potential supplier should demonstrate their resource capability for delivering this type of analysis to short timescales, including contingency plans.

1. **Costs**

The maximum budget for delivering this project is **£150,000**.

Your bid must contain costs for analysing responses and producing both interim and final reports, as outlined in the Excel attachment in the Commercial Envelope.

**The total budget for this November 2024 – February 2025 contract is £150,000**

Invoices shall be prepared by the Contractor for invoice dates agreed.

1. **Value Added Tax (VAT)**

Suppliers should not include VAT within their costings.