

VARIATION TO THE CONTRACT WITH: National Foundation for Educational Research

CONTRACT NUMBER: EOR/SBU/2016/010

CONTRACT DATE: 16/01/2017

VARIATION NUMBER: 1

REASON

The General Election and Purdah period have delayed progress in delivery of the Opportunity Areas programme. Therefore this has necessitated an adjustment to the timetable of research activities and final end date to ensure the evaluation is generating the maximum possible learning about the first year of delivery.

Commencement and Continuation – page 1

To replace:

The Contractor shall commence the Project on the date the Contract was signed by the Department (as above) and, subject to Schedule Three, Clause 10.1 shall complete the Project on or before 28/02/2018.

With:

The Contractor shall commence the Project on the date the Contract was signed by the Department (as above) and, subject to Schedule Three, Clause 10.1 shall complete the Project on or before 31/05/2018.

Intepretation – page 2

To replace:

“The project manager” - [REDACTED], 2nd Floor Piccadilly Gate, Store Street, Manchester, M1 2WD, [REDACTED]@education.gov.uk

With:

“The project manager” - [REDACTED], Sanctuary Buildings, Great Smith Street, London, SW1P 3BT, [REDACTED]@nfer.ac.uk

Interpretation – page 2

To add (as interpretations):

“First group OAs” – Means the first six Opportunity Areas announced by the Department for Education: Blackpool, Oldham, West Somerset, Scarborough, Derby, Norwich

“Second group OAs” – Means the second six Opportunity Areas announced by the Department for Education: Stoke-on-Trent, Hastings, East Cambridgeshire & Fenland, Doncaster, Ipswich, Bradford

SCHEDULE ONE

Schedule 1 – Section 3 (Objectives) to be removed, and replace with the following:

3. OBJECTIVES

The Contractor shall use all reasonable endeavours to achieve the following objectives:

- Conduct [REDACTED] First group OA stakeholders [REDACTED] Second group OA stakeholders. For First group OAs, [REDACTED]
- To conduct content analysis of key project documentation and then draw on key project documentation ahead of waves of fieldwork, where possible.
[REDACTED]
- To conduct [REDACTED]
- To provide to the department following each wave of fieldwork with a written summary of findings [REDACTED]
- To produce a full report and research brief suitable for publication on gov.uk

Schedule 1 – Section 4 (Tasks) to be removed, and replace with the following:

4. TASKS

Stage 1: January – October 2017

Research Scoping/set-up

The contractor shall attend a project inception meeting at the start of January 2017.
[REDACTED]

First wave of stakeholder interviews.

The contractor shall make all reasonable endeavours to attend a stakeholder meeting/event to introduce the research and observe the meeting. [REDACTED]

Content Analysis

[REDACTED]

Logic Models

[REDACTED]

[REDACTED]

Interim Findings Reporting

The contractor shall deliver an emerging findings meeting at DfE offices in March 2017,
[REDACTED] The format and content of both the thematic paper and area case study

papers will be agreed with the department in advance and shall be completed by 17th April 2017.

Stage 2: September-December 2017

Stakeholder Interviews

[REDACTED]

[REDACTED]

Interim Findings Reporting

The contractor shall deliver an emerging findings meeting at DfE offices by end of November 2017, [REDACTED]

Stage 3: January 2018 – May 2018

Logic Models

[REDACTED]

[REDACTED]

Stakeholder Interviews

[REDACTED]

[REDACTED]

Case Studies

[REDACTED]

Analysis and Final Reporting

[REDACTED]

[REDACTED]

The contractor shall produce a final report and research brief, the content and structure will be agreed with the department in advance and they will be formatted to comply with the requirements to be published on gov.uk. The contractor will share a draft report and research brief by the 4th May 2018 with the department for comment. A final version of the report and research brief will be agreed with the department by the end of May 2018.

[REDACTED] ensure the report is practical, engaging and informative.

Overarching Project Management

The contractor shall provide DfE with formal monthly written reports outlining key project developments (including a summary of emerging findings from within and between Opportunity Areas), updates on progress and next steps for the process evaluation. The contractor shall attend weekly telekits, as required and provide weekly written updates to

DfE during fieldwork periods. [REDACTED]

Task	Output	Date Required
Research scoping and set-up	Attendance at inception meeting and completed scoping conversations with DfE area leads	31/01/2017
[REDACTED]	[REDACTED]	03/03/2017
[REDACTED]	[REDACTED]	22/12/2017
[REDACTED]	[REDACTED]	31/11/2017
[REDACTED]	[REDACTED]	31/01/2018
[REDACTED]	[REDACTED]	30/09/2017
[REDACTED]	[REDACTED]	31/01/2018
First stage reporting	Interim findings meeting	31/03/2017
First stage reporting	Thematic findings paper and area case studies paper	17/04/2017
[REDACTED]	[REDACTED]	17/11/2017
Second stage reporting	Interim findings meeting	30/11/2017
Second stage reporting	Thematic findings paper and area case studies paper	22/12/2017
[REDACTED]	[REDACTED]	23/03/2018
[REDACTED]	[REDACTED]	23/03/2018
Final Reporting	Summary report of findings from Second group OAs and presentation at DfE	31/01/2018
Final Reporting	Overarching in-person findings presentation	17/04/2018
Final Reporting	Draft full report and research brief	04/05/2018
Final Reporting	Full agreed final report	31/05/2018

Schedule 1 – Section 5 (Staffing) to be removed, and replace with the following:

NFER:

[REDACTED] – PROJECT DIRECTOR
[REDACTED] – PROJECT MANAGER
[REDACTED] RESEARCHER
[REDACTED] – RESEARCHER
[REDACTED] – RESEARCHER
[REDACTED] CONSULTANT

DfE:

[REDACTED] – PROJECT MANAGER
[REDACTED] – OPPORTUNITY AREAS EVALUATION MANAGER
[REDACTED] – SENIOR POLICY CUSTOMER

SCHEDULE TWO

To replace:

Table

Project Milestone	Payment Amount	Payment Date
██████████	██████████	03/03/2017
██████████	██████████	11/09/2017
██████████	██████████	28/02/2018

Expenditure for the financial year 2016-2017 shall not exceed
██████████ exclusive of VAT.

Expenditure for the financial year 2017-2018 shall not exceed
██████████ exclusive of VAT.

Total Project expenditure shall not exceed £123,480 exclusive of VAT.

With:

Table

Project Milestone	Payment Amount	Payment Date
██████████	██████████	03/03/2017
██████████	██████████	22/12/2017
██████████	██████████	28/02/2018
██████████	██████████	31/05/2018

Expenditure for the financial year 2016-2017 shall not exceed
██████████ exclusive of VAT.

Expenditure for the financial year 2017-2018 shall not exceed
██████████ exclusive of VAT.

Expenditure for the financial year 2018-2019 shall not exceed
██████████ exclusive of VAT

Total Project expenditure shall not exceed £168,287 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
[Redacted]

Date
[Redacted]

Name in Capitals
[Redacted]

Position and Address
[Redacted]

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

Signature
[Redacted]

Date
[Redacted]

Name in Capitals
[Redacted]

Position and Address
[Redacted]