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The National Assembly for Wales**

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***INTERIM EVALUATION OF THE  
COMMUNITIES FIRST PROGRAMME***

**SPECIFICATION FOR A RESEARCH PROJECT**

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## RESEARCH SPECIFICATION

CONTRACT No 126/2002

### 1. Introduction

1.1 The National Assembly for Wales (from herein known as the "Client") wishes to commission an interim evaluation of Communities First, the Welsh Assembly Government's long-term programme for regenerating the most deprived communities in Wales.

1.2 In its "Plan for Wales" the Assembly states its commitment:

*"To bring the prosperity of our least well off communities closer to that of the most prosperous - by 2010".*

The Communities First programme is aimed at reducing poverty and helping to improve the lives of people who live in the poorest areas of Wales. Generally these areas have been selected on the basis of their ranking in the Welsh Index of Multiple Deprivation.

1.3 Each year the Client publishes an Annual Report on Social Inclusion in Wales. This presents an account of how the Client is taking forward its social inclusion agenda in all its policies and programmes and in those of the bodies it sponsors. The Contractor needs to take account of the Report.

### 2. Background

2.1 The Communities First programme is a response to problems of social exclusion. It is designed to regenerate deprived localities around Wales through enlisting a high degree of community support and participation and strong commitment from public sector bodies, the private sector and voluntary agencies. It aims to:

- Build confidence and raise the self-esteem of those living in the Communities First areas;
- Increase the incomes of local people (including reducing the costs of food, heat, credit etc.);
- Improve health and well-being;
- Encourage and improve education and skills training for work;
- Create jobs;
- Make communities safe, secure and crime free;
- Bring about changes to the way in which public services are delivered;
- Improve housing and the quality of the physical environment;
- Build up ownership and control of assets; and
- Encourage active citizenship.

2.2 Communities First has been developed in the light of the lessons learnt from *People in Communities*, the Client's pilot programme for community regeneration (see Appendix A); a review of international best practice, published by the Client in 2001 (Appendix B); and responses from an open and inclusive consultation exercise with all interested parties.

2.3 As stated earlier, the 142 areas for inclusion within the Communities First programme have generally been selected on the basis of their

ranking within the Welsh Index of Multiple Deprivation. The top 100 most deprived wards have been chosen for participation in the programme, along with 32 sub-ward areas and 10 communities of interest or imaginative proposals (see Appendix C for full list). The baseline data which informed the decision to include each of these categories in the programme therefore varies. In respect of the 100 most deprived wards, the Index of Multiple Deprivation provides comparable baseline data, but the remaining 42 Communities First areas have been selected on the basis of various deprivation indicators and other evidence of need.

2.4 There are three stages for the implementation of Communities First. These are:

- (i) Preparatory Activity;
- (ii) Capacity Building Plans; and
- (iii) Community Action Plans.

2.5 A small number of Communities First areas will move relatively quickly through (i) and (ii), whilst others will take time investing in preparatory work and capacity building. Communities are encouraged to proceed at their own pace and so there is no fixed cycle to the implementation process. Community Action Plans are to be developed on the basis of the six key themes of the "Community Vision Framework" (copy at Appendix D) which are:

- Jobs and business
- Education and training
- Environment
- Health and well-being
- Active community
- Crime and community safety

- 2.6 The community and the Communities First Partnership in each area will decide on priorities. Decisions should be based on an analysis of the baseline data collected and what is perceived as the needs of the particular community. This will involve consultation with the wider community.
- 2.7 A wide range of public sector funding and support programmes, together with services, will need to be drawn on to deliver a community's own vision which will be set out in its Community Action Plan. It is expected that there will be demands for the "joining up" and "bending" of a number of programmes/services; for streamlining existing support programmes; and possibly for the introduction of new funding mechanisms.
- 2.8 A consortium of organisations, known as the Communities First Support Network, is being funded to support the work of Communities First Partnerships throughout Wales. The Network comprises eight organisations. Further details are at Appendix E. This is an innovative approach as it brings together for the first time a partnership to deliver community development support. A separate evaluation of the work of the Network over the period from November 2001 until September 2003 in supporting the Communities First programme has been commissioned.

### **3. Purpose of the Study**

3.1 The purpose of the interim evaluation is to establish how effective the programme has been to date in laying the foundations needed to achieve the objectives set out in 2.1 and in achieving substantive change. It therefore comprises an evaluation of the way that Communities First is being implemented, both centrally and at local level, and an assessment of the degree to which it is effecting the changes sought by the policy. This analysis will be used to inform the further development of the programme and the Client's wider community regeneration policies.

### **4. Objectives**

4.1 The specific objectives of the evaluation are to assess the impact of the programme to date in:

- Building the confidence and raising the self-esteem of those living in the Communities First areas;
- Increasing the incomes of local people and reducing their living costs;
- Improving the health and well-being of people living in Communities First areas;
- Expanding the range of educational and training opportunities for local people and increasing local participation;
- Creating jobs locally and local employment;
- Making communities safer, more secure and reducing crime;
- Bringing about improvements in the way that public services are delivered to local people;
- Improving the quality of the housing and the physical environment in Communities First areas;

- Increasing the ownership and control of assets by local people; and
- Increasing participation in community and local democratic activities.

4.2 These are the long-term benefits that Communities First is designed to achieve. It is recognised that some of the changes sought may not become apparent for some years, whilst others should be measurable in a relatively short time. The evaluation will assess the extent to which changes have occurred on all relevant dimensions and report on the degree to which they are attributable to the programme.

4.3 In addition, the research will assess how efficiently and effectively the programme is being implemented both nationally by the Welsh Assembly Government and at local authority and community level by Communities First Partnerships and other organisations engaged in the process.

## 5. Requirements

5.1 The contractor will be required to undertake several distinct tasks:

### i. An Initial Scoping Study

A detailed plan of action for undertaking the tasks set out below will be required. It will include an outline framework, to be agreed with the Client, for collecting the information required at local levels. Data collection will need to take place through the course of the Programme to enable a robust assessment of impacts to be made. The scoping study is also expected to inform the design of the monitoring and evaluation framework referred to below. This should set out the data to be collected, data sources, method of data collection, resourcing, roles and responsibilities, processes for data analysis, communication plans and proposals for feedback.



## **ii. Area Profiles**

One of the first tasks required will be to construct 'baseline' profiles of each Communities First area, against which subsequent change can be measured. The profiles will include the full range of relevant statistical indicators and qualitative information on the social and environmental well-being of the localities at, or close to, the date on which the Programme commenced. These should provide a current 'snap-shot' position and, where possible, information on recent trends or changes in each locality, prior to the intervention of Communities First.

The 'baseline' profiles produced must be updated, and if possible improved, through the course of the evaluation and beyond in order to measure substantive change. It will therefore be necessary to regularly update the variables within the profiles, access and add any relevant new data which becomes available and advise the Client on how forthcoming data collection exercises commissioned by the Client might be shaped to serve the information needs of evaluating Communities First. The Client would not expect the successful Contractor to bid for these exercises.

The local profiles will be supplemented by comparative profiles for Wales as a whole and for the functional regions within which each Communities First area sits.

## **iii. Evaluation of the effectiveness of Communities First Partnerships in fulfilling their intended role**

The Contractor will be required to assess the effectiveness and efficiency with which Communities First Partnerships are fulfilling the role envisaged for them, which is primarily to secure significant involvement by local residents in preparatory and capacity building activity; and in constructing

and implementing Community Action Plans; and in taking up resulting beneficial opportunities.

**iv. Development of a detailed overall monitoring and self-evaluation framework that integrates community, local authority and national monitoring systems**

The Contractor will be required to design a monitoring framework for implementation at each level which will capture the information needed to allow a robust evaluation (formative and summative) of impacts made and to judge what effect the Programme's structural design and administrative practice has on the achievement of the Programme objectives.

**v. Reporting of findings and provision of advice on programme administration**

One of the benefits of this interim evaluation will be to provide early findings to Communities First Partnerships, local authorities and the Client's Communities First regional implementation and central policy teams on whether there are any problems which can be addressed immediately in the implementation arrangements to make the programme more effective and/or efficient. The Contractor will therefore be required to set up a reporting arrangement through which regular feedback on findings to date can be provided to programme administrators and policy makers at all levels and to supply prompt substantiated advice on the need for policy and programme changes. This will include advice on revisions to the existing Communities First guidance and possible provision of new guidance, and advice on whether there are barriers to "bending" and "targeting" of existing public sector programmes and services and, if so, how they could be overcome.

## **vi. Attribution**

The Contractor will be required to assess, as far as possible, the degree to which any changes in the variables are attributable to the Programme rather than to external factors. The Programme is being implemented within a complex context of a range of existing area-based and person-centred interventions, many of which share policy goals with Communities First or may have unintended consequences which contribute to Communities First objectives. In addition, macro-economic and social changes operating throughout Wales in spatially differentiated ways are likely to have impacts on the variables that the Programme is seeking to affect. The practical difficulties of disentangling the Programme effects from others are recognised, but it is of fundamental importance that this should be attempted in the evaluation.

This strand of the evaluation will seek to answer to what extent the programme has succeeded in improving the delivery of support programmes and mainstream services to meet the Programme objectives and the specific needs identified in Communities First Plans; the extent of dead-weight (expenditure to promote desired activities which would have occurred without the Programme) and displacement (the degree to which desired activities generated through the Programme in Communities First areas is offset by reductions elsewhere).

Displacement here includes not simply economic activity, but also public service provision and external effects on individuals. Changes in public service provision includes not just the levels and qualities of service provided, but also the extent to which greater efficiency and effectiveness have come about through achieving greater synergy (or 'joining-up') between the actions of service providers.

The Contractors will therefore be required to go further than simply assessing the degree and nature of change within Communities First

localities. It will be necessary to form a view about whether such change can be attributed to the Programme and also about the 'spill-over' effects that the Programme may have on surrounding areas and people.

#### **vii. Critique of Programme Design**

All key stages of the interim evaluation outlined above will require a clear theoretical understanding of the rationale behind the Communities First Programme:

- Why is it thought that it will achieve the objectives set for it?
- Why has this approach, rather than alternatives, been taken?
- Are these implicit or explicit 'theories of change' well-founded?
- Are there contextual conditions needed for the intervention to work, and are these fulfilled in all cases?

The Contractors will be required to offer a critique of the design of the Communities First Programme and, on the basis of their theoretical analysis of the Programme and of empirical results gathered through the course of the evaluation, offer advice on whether structural changes would be beneficial to the Programme, or even its fundamental re-design or substitution.

5.2 The Audit Commission in Wales has commenced a baseline review of the approach of local authorities to Communities First. A questionnaire based survey has resulted in responses from all local authorities in Wales. Responses are currently being analysed with a view to publishing a briefing paper identifying how local authorities are developing their community leadership role and integrating or mainstreaming the Programme into their community, corporate and services delivery plans. The work is part of a research programme being conducted by the Audit Commission across England and Wales, examining how public sector providers are responding to the

Government policy emphasis on disadvantaged communities. The appointed Contractor will be expected to work closely with the Audit Commission in Wales to ensure effective delivery of these joint research programmes.

## **6. Method**

6.1 Each of the requirements set out above will call for a specific methodological approach. It is therefore not possible, nor desirable, to closely prescribe how each task will be fulfilled. However, the following are the Client's suggestions on how each requirement could be met. In bidding, Tenderers should bear in mind the indicative cost guideline notified for this project.

### **i. An Initial Scoping Study**

This initial study will require exploration of data sources for constructing and updating area profiles and the 'mapping' of the administrative infrastructure in place to progress Communities First and of work done to date at each level. On the basis of these initial investigations it will be possible to construct a detailed, co-ordinated plan of action for achieving the remaining requirements. The limits of the study and the depth with which particular topics can be explored will be constrained by the indicative budget given for the evaluation and will be reflected in the scoping study.

### **ii. Area Profiles**

The aim of the profiles is to assess the position of each locality, the economically functional regions within which they lie and Wales as a whole, in as comprehensive and robust a way as possible in relation to the Programme objectives and the broader context relevant to the target variables. Local profiles should not be limited to statistical indicators or to numerical values. Some of the target variables call for qualitative treatment, for example, in assessing changes in the confidence and self-

esteem of those living in Communities First areas or in assessing change in the way that public services are delivered. They should also incorporate any relevant information provided by Communities First Partnerships and other sources. Updates to the profiles will draw on information gained through progressing the 'Attribution' element (vi. below). There are several key published statistical sources which are likely to form the core of these local, regional and national profiles: Census 2001 and 1991, Welsh Index of Multiple Deprivation 2000, National Statistics Neighbourhood Statistics, Welsh Household and Dwelling Survey 1998, Welsh Health Survey 1998, Welsh Household Panel Survey.

The Contractor will therefore need to be fully aware of all relevant sources of information, be able to access them on an ongoing basis and establish good links with Welsh and UK Government officials responsible for planning and administering other data collection exercises and evaluations of programmes and services relevant to Communities First. These are likely to include the evaluation of Cymru Ar Lein, the Welsh Procurement Initiative, the Sustainable Health Action Research Programme, the evaluation programme of ELWa, WEFO structural fund evaluation programme, the work of the Local Government Data Unit, the Welsh Health Impact Assessment Unit and the Welsh Household and Dwelling Survey.

### **iii. Evaluation of the effectiveness of Communities First Partnerships in fulfilling their intended role**

The Contractor will initially need to develop a clear understanding of the part that Communities First Partnerships are expected to play in the Programme. The internal working of the Partnerships, the degree to which members share common goals (or have conflicting or disparate views and values), the strength of the links existing between Partnerships and other organisations and individuals involved in the implementation and delivery of the Programme can all be expected to have a bearing on the Partnership's effectiveness. It will be necessary to investigate these connections through

interviewing a wide range of people and through documentary analysis. One of the main intermediate goals of the Partnerships is to take the lead, with local residents, in constructing Capacity Building and Community Action Plans. Analysing the process through which these Plans have come into being and are then being implemented is central to this element of the project.

**iv. Development of a detailed overall monitoring and self-evaluation framework that integrates community, local authority and national monitoring systems**

This part of the project will call for an examination of the monitoring and self-evaluation systems already in place at local and central level. The Contractor will need to consider the links between Communities First Plans and those of the Community Strategy at the local authority level and all-Wales strategies and plans (such as WellBeing in Wales, A Learning County, Winning Wales). One of the conditions of funding under Communities First is that there should be robust monitoring of activities at local level and regular reporting to the centre, and that Partnerships should set in place mechanisms to enable them to undertake an evaluation of their own activities and revise them if needed. The evaluation will assess the adequacy of the systems in place through comparing them to recognised principles of good practice. This will involve extensive examination of documentary evidence and interviews with local data gatherers and providers and the evaluator's data collation and analysis. The Contractor will be required to identify any deficiencies in current arrangements and design a revised monitoring and self-evaluation system to be agreed with the Client. This work will necessitate extensive discussion with stakeholders.

**v. Reporting of findings and provision of advice on programme administration**

The Client requires regular written and verbal reports of interim findings and advice on Programme development, and also requires findings to be fed

back to Communities First Partnerships at regular intervals. This will call for a very flexible approach to managing the contract. Proposals on how best to do this should be included in the proposal.

#### **vi. Attribution**

Isolating the effects of the Programme in bringing about any changes identified in the Programme variables will call for a wide range of techniques, given the disparate range of outcomes sought - psychological changes, improvements in the material and health circumstances of individuals, the provision of new jobs locally, improvements to the built and natural environment, synergy in the way public services are delivered, more control and ownership of assets by local residents and securing greater community participation.

It is suggested that in addition to the simple collation of available statistical indicators each of the following may be appropriate:

- Longitudinal studies of individuals and households living in Communities First localities, based on semi-structured interviews, self-completion questionnaires and 'diary' records;
- Focus Groups with samples of people living in Communities First areas and of those implementing the Programme. These should be locally-based and reconvened at intervals through the course of the evaluation; and
- Stratified household interview surveys carried out at regular intervals in particular localities.

However change in the target variables is assessed, the further stage of attributing this change to the effects of the Programme rather than to external variables will call for creative thinking. The essential question to answer is 'What would have happened without the Programme?' The following may be appropriate:



- Quasi-experimental approaches such as 'paired comparisons' between individuals, households and localities in Communities First areas and those which are similar but outside the Programme;
- Canvassing the views of employers locating in Communities First areas following the Programme's inception to ascertain why they chose to move into the area;
- Interviewing local people who have moved into training and employment since Communities First to find out what enabled them to do so;
- Interviewing local people to gauge the programme's impact on their confidence and self-esteem; and
- Interviewing local public service providers to gain their views on whether Communities First has made any difference to the way they deliver services.

#### **vii. Critique of Programme Design**

The purpose of this element of the study is to consider the Programme's underlying theoretical rationale, to explore what causal mechanisms are being invoked to bring about the changes desired, how the Programme rationale is interpreted by people and to offer a critique. Questions to be asked will include: "To what degree is it well-founded to believe that Communities First can achieve the objectives set for it?" and "Are there contextual limits needed for it to succeed?"

This will require extensive consultation with Programme designers and administrators, and examination of the background work carried out in designing the Programme.

## 7. Outputs

### 7.1 Key outputs from the project will be:

- A report of the initial scoping study, to be delivered within 3 months of commencement;
- A detailed monitoring and evaluation framework that integrates community, local authority and national monitoring systems within 5 months of commencement. This should include a detailed description of monitoring requirements and responsibilities for programme staff at community, local authority and national levels;
- Half-yearly progress reports and annual reports detailing progress at the national, local authority and community levels. Specifically, the Client requires information on the effectiveness of Partnerships and the extent to which the community is being engaged, as well as information on successes and failures for wider dissemination; and
- Six presentations to the Steering Group. The Contractor will also be expected to undertake up to four presentations to other relevant stakeholders, which may include the Client's Local Government and Housing Committee. This will be discussed with the successful Contractor on commencement.

7.2 The Contractor will supply the Client with copies of all data collection instruments (in bilingual form) used for the purpose of the project. An electronic copy of the data collected during the project will also be provided by the Contractor, in a format to be agreed with the Client.

7.3 All data (qualitative and quantitative) gathered during the course of the contract will be vested in the Client.

7.4 The final product will be a report that satisfies the contract requirements set out above, to be delivered by April 2006 in English and Welsh.

## **8. Monitoring**

8.1 Management of the contract will be undertaken by the Client's Communities Directorate. Day to day management of the project will be through the Client's nominated project manager David Robinson. He will be the point of contact for the Contractor during the course of the contract and may elect to meet a named representative of the Contractor as and when necessary to discuss any issues arising during the provision of the service.

8.2 In conjunction with the above arrangements for monitoring progress, a Steering Group chaired by the Head of the Client's Communities Directorate will oversee the project. The Group will include representatives from the Client's Communities Directorate, the Statistical Directorate and Economic Advice Division and external organisations, for example, representatives from local authorities and academe.

8.3 The successful Contractor will meet with the Steering Group shortly after commencement, to agree the overall scope of the project and the detailed programme of work. The Contractor will present progress reports and interim findings to the Steering Group at key stages in the research project and will circulate information to the Group (such as draft reports) for advice as necessary during the course of the project.

8.4 In the event of non-compliance with the specification the following procedure will be followed:

- Notification of complaint and requirement to comply;
- Notification of unacceptable practices and/or substantial non-compliance to the specification of the services; and
- Recourse to the conditions of contract.

## 9. Tendering

9.1 Tenderers should outline how they would address the following issues as part of their proposals:

- Communication throughout the process with the Client and stakeholders at different levels to build interest and participation in the evaluation and to help ensure utilisation of findings;
- The integration and consistency of monitoring and evaluation processes and guidance at all levels, where possible;
- Innovative ways of using ICT in the evaluation process;
- The employment of both imaginative quantitative and qualitative data-capturing techniques; and

9.2 Account should be taken of the Assembly Government's cross-cutting themes of sustainable development, equality of opportunity and social inclusion.

9.3 The programme of work for the evaluation needs to fit in with the timescale for implementing the Communities First Programme.

Although the programme is planned to run for at least a 10 year period, there are likely to be practical difficulties in fully specifying and costing a research programme of work over this extended period. It is therefore envisaged that the evaluation will be undertaken in stages corresponding to the programme reviews. Organisations should submit a tender for 3 years to cover the period 1 May 2003 to 30 April 2006. There will be an option to extend the contract for a further period not exceeding 2 years. Tenderers should be mindful of the longer-term intentions for evaluating the programme. Proposals, and subsequent work by the Contractor, should therefore be undertaken to ensure a strong basis for sustaining the evaluation over the longer term.

9.4 The tender should include the following:

- The proposed methodology;
- An outline plan of action, including detailed timetable;
- Completed price schedule; and
- Proposals for communicating and disseminating the findings throughout the life of the project.

9.5 Tenderers should set out how they intend to address the requirements at section 5 as part of their proposals, including how they intend to undertake representative work across all areas and/or with smaller samples. They should also identify likely risks and explain how these will be addressed or managed.

9.6 The tenderer(s) will need to provide a curriculum vitae for each member of the proposed research team assigned to the project and, where appropriate, any sub-contractors they intend using, outlining

their previous experience of dealing with contracts of a similar nature. Details should also be provided on their status and role in the project throughout the duration of the project. The Client should be informed of any changes to personnel. Tenderers should also give details of a nominated contact point.

## **10. Contract Award Evaluation Criteria**

10.1 The criteria used to evaluate tenders and award the contract will be:

- Demonstrated ability to address/fulfil the requirement of the specification;
- Value for money; and
- Skills of the research team.

10.2 Researcher skills will be assessed using the following criteria and tenderers will need to demonstrate:

- Experience of monitoring and evaluating the effectiveness of programmes and policies and reviewing the performance and management of organisations;
- An understanding of the field of community regeneration;
- Access to expertise relevant to the six specific themes within the Community Vision Framework;
- An awareness of the policy context in Wales;
- Access to Welsh language ability;

- Ability to undertake reliable research and produce useable findings to inform policy development;
- An ability to complete a high quality project within the timescales set;
- An ability to write high quality, readable reports of practical value to those working in this area; and
- Good organisational skills.

10.3 The Client will interview tenderers at the Client's offices in Cathays Park, Cardiff in early to mid April 2003.

## **11. Welsh Language Scheme**

11.1 It is the Client's opinion that the Welsh Assembly Government's Welsh Language Scheme will apply in relation to this contract. It will be necessary for some of the research to be conducted through the Welsh medium, e.g. interviews and questionnaires, particularly in those geographical areas where the majority of the population's first language is Welsh. Copies of the final report will also be required in Welsh and English. The successful Contractor will therefore need to ensure that services to be provided through this contact are compliant with the Scheme. A copy of the Scheme can be found at [www.wales.gov.uk/subculture/content/wellangschm.pdf](http://www.wales.gov.uk/subculture/content/wellangschm.pdf). Any translation work (English - Welsh : Welsh - English) required under this contract will be paid at a maximum of the Client's rates - copy attached at Appendix F.

## **12. Completion of Price Schedule**

12.1 A price schedule has been provided. If there is insufficient space to identify all relevant costs incurred, the price schedule may be extended accordingly, provided it is completed in the manner provided.

## **13. Costs**

13.1 Any travel and subsistence expenses incurred by contractors in the delivery of the contract will be paid at a maximum of the Client's rates - copy attached at Appendix G.

## **14. Budget**

14.1 The Client is of the opinion that a budget of £600-£800,000 over 3 years will be adequate for the purposes of this contract. However, tenderers should be aware that this budget information is for indicative purposes only. It is not the Client's intention for tenderers to feel restricted by the budget, the Client will be seeking to award the contract on the basis of the criteria stated at section 10 and best value and for this purpose is prepared to consider higher bids. Tenderers would need to clearly demonstrate within their bids the additional benefits to the Client and, if necessary, identify these benefits and costs as a separate document within their bid.

## **15. Payment**

15.1 Payment will be made in accordance with the Payment Schedule at Appendix H and within 30 days of receipt of a correctly submitted invoice.



## **16. Security**

- 16.1 If the successful Contractor requires for its personnel, frequent and uncontrolled access to the premises of the Assembly, or where such personnel have access to restricted information, or proximity to public figures, then all such personnel must satisfy the security requirements of the Client by completing a security questionnaire. No Contractor personnel will be issued security passes until they have obtained the required security clearance. Until then, they will be issued with a temporary pass and will have to be escorted by a member of staff each and every time they have access to the premises.
- 16.2 The successful Contractor should ensure that the necessary police checks have been undertaken for any personnel that are likely to come into contact with children and young people during the course of this research, or are likely to come into contact with data that reveals the identity of individual children or young people. Evidence that these checks have been performed should be presented to the Client once they have been completed.

## **17. Changes to the Specification**

- 17.1 This specification sets out the Client's current service requirement. It is possible that during the life of the contract changes, for example, in the nature and volume of the work and the time-scale or other requirements will arise.
- 17.2 Changes to the specification will be implemented by issuing written amendments to all those affected by the changes.

## **18. Conditions of Contract for Research Services**

18.1 The Conditions of Contract for Research Services specified in Appendix I should apply in relation to this contract. The Contractor must have regard to these conditions.