



Department
for Environment
Food & Rural Affairs

CHANGE CONTROL NOTE

Change Control Note Number	003
Reference Number and Title	ecm_48335 - Blue Forests
Variation Title	Funding for an independent evaluator
Number of Pages	6

Whereas Blue Ventures Conservation (the Grant Recipient) and Defra (the Authority) entered into a Grant Agreement dated 15/12/2016 (the "Original Grant Agreement") and now wish to amend the Original Grant Agreement.

It is agreed as follows:

1. With effect from 10/03/2021 the Original Grant Agreement shall be amended as set out in this Change Control Note:

Change Requestor / Originator	Defra	
Summary of Change	Additional funds are required to fund an independent evaluation of this project, which will be sourced via a competitive tender process managed by Blue Ventures.	
Reason for Change	The current Blue Ventures grant doesn't include any provision or funding for an independent evaluator to assess the grant. As such, this additional funding for an evaluator is required to enable Defra to comply with FCDO SMART rule requirements and expectations for best practice for ICF projects.	
Revised Contract Price	Original Grant Value	£10,145,972
	Previous Change Control Notes	£0
	Change Control Note 003	Up to £150,000
	New Contract Value	£10,295,972
Revised Payment Schedule	Please see Annex A of the CCN.	
Revised Specification	Please see Annex B of this CCN.	
Revised Contract Period	Unchanged.	
Change in Contract Manager(s)	None.	
Other Changes	None.	

2. Save as herein amended all other terms and conditions of the Original Grant Agreement shall remain in full force and effect.

Signed for and on behalf of Blue Ventures Conservation by:

Name	[Redacted]
Title	[Redacted]
Signature	[Redacted]
Dated	Mar 12, 2021

Signed for and on behalf of Defra by:

Name	[Redacted]
Title	[Redacted]
Signature	[Redacted]
Dated	09/03/2021

Annex A - Revised Payment Schedule

The precise payment schedule is subject to the tender process and the details of the successful tender. However, an indicative payment schedule can be found below.

Year	Payment (GBP)	Expected Payment Date (Defra to BV)	Evaluation Phase and Activities
2021 - 2022	56,350	March 2021 or as soon as the tendering process is finalised.	Inception (incl. extra-costs) Intermediary check-ins Extra BV data collection <i>Payment of 40% of the evaluators contract will be made by BV within the year (estimated between 45,000 - 50,000)</i>
2023	15,450	December 2023	Intermediary check-ins Extra BV data collection
2024	74,250	December 2024	Final evaluation including reporting (incl. extra-costs) Extra BV data collection <i>Payment of 60% of the evaluators contract will be made by BV within the year (estimated between 70,000 - 75,000)</i>
Total	146,050		

Break Clause. A break clause will be included in the Evaluation ITT and will be included in the contract made between BV and the independent evaluator. The intermediary and final evaluation phases of the evaluation will only begin once the inception report has been reviewed and agreed by the Evaluation Steering Committee. If no agreement is reached at the inception phase, the contract may be terminated by BV, or amended through mutual agreement between BV and the external evaluator.

Annex B - Revised Specification

Expected Results

The expected results of this cost extension are as follows:

- A full overview of the performance of the Blue Forests programme (incl. key impacts and achievements, and value for money assessment);
- The provision of a range of lessons learnt which can be capitalised on across the Blue Forests programme and wider ICF portfolio;
- The identification of opportunities for improvement;
- Setting the standard for future evaluations, improving Defra's performance on transparency.

Expected Minimal Requirements

The minimal requirements of the contracted evaluation team at each key phase of the evaluation process have been identified:

Inception

- Desk-based review of project documentation and initial document analysis;
- Remote consultations with project stakeholders;
- Review of and expert advice on BV's Blue Forests M&E plan and system in alignment with evaluation design and BV's principles and values.
- Engagement with the Evaluation Steering Committee to discuss and agree final evaluation questions and evaluation design (including full consideration of the processes and activities to be conducted by the independent evaluators, work plans, and timeframes).

Intermediary check-ins

- A minimal level of engagement from independent evaluators will be expected between the inception and final evaluation phases (level of engagement to be determined following tendering and inception).

The purpose of the intermediary check-ins is to ensure the independent evaluators have a full understanding of the programme and its complexities (see below for further detail).

Final evaluation

- Desk-based review of project documentation and final analysis;
- Remote consultations with project stakeholders;
- M&E data analysis and interpretation.

Expected Deliverables

There will be three key deliverables during the evaluation period:

1. **Inception Report.** A final version of the inception report should be submitted to the Evaluation Steering Committee by June 2021. It should detail the final evaluation questions (discussed with the Evaluation Steering Committee), evaluation design, work plans and timeframe, responding to any comments, suggestions, or requests for clarifications from the Evaluation Steering Committee. The evaluation design, work plan, and final evaluation questions will be designed to assess the performance of the programme against the To C. Following the review of existing plans and systems, realistic recommendations for the revision of BV M&E plans, data collection methods, tools, and timeframe will also be included if such revision is considered necessary for the final evaluation phase. If any gaps in the available data or data being collected are identified, the inception report should also include a clear outline of any primary data that will need to be collected by either BV or the independent evaluators (as agreed following the inception) with accompanying methods,

and justification as to why the extra data is required for good completion of the programme evaluation.

2. **Evaluation Report (draft).** A draft of the final evaluation report should be submitted to BV, the Evaluation Steering Committee and in-country stakeholders for feedback and comments between October 2024 and January 2025.
3. **Evaluation Report (final).** A final version of the final evaluation report should be completed by January 2025 within 2 weeks of receiving feedback from the Evaluation Steering Committee and in-country stakeholders. It should collate results of the entire evaluation to present a detailed and accurate summary of the performance of the Blue Forests Initiative, focusing on answering the evaluation questions agreed during the inception phase and building a narrative demonstrating the achievements of the project against outcomes and impact as detailed in the project ToC. It should also cover recommendations and lessons learned for use in future ICF funding and BV work.

Desirable Deliverables

The desirable deliverables during the evaluation period include the following. These are not compulsory but would be ideal if the external contractors believe the budget would allow. The extent and occurrence of these deliverables are open to negotiation with the independent evaluators:

- Bi-annual Check-in Report. A short report of no more than five pages should be submitted to BV every six months as part of the regular check-in process (see below). It should include validation or any recommendations for revision of BV data collection methods, tools, and timeframe considering the progress from the inception report.
- Communication and dissemination material. The independent evaluators should consider the possibility of including the development of simplified and summarised learning material and a learning event in-country to discuss and present the findings to BV partners and other key stakeholders including the community.

Roles and responsibilities

Blue Ventures Responsibilities

The responsibilities of BV include:

- Managing the delivery of the tender process, evaluation, and management/ownership of the associated contract;
- Three BV representatives will sit on the tender evaluation panel responsible for assessing the bids;
- Continued data collection;
- Inform and update the independent evaluators and manage engagement with the independent evaluators as agreed in the Evaluation ITT and associated contract;
- Chair, organise, and sit on the Evaluation Steering Committee (see below).

Defra Responsibilities

The responsibilities of Defra include:

- Provide support in drafting the Evaluation ITT and criteria for the tender;
- Two Defra representatives will sit on the tender evaluation panel responsible for assessing the bids;

- Sit on the Evaluation Steering Committee to provide support in the management and oversight of the contract to avoid conflict of interest and ensure independence of the findings.