

Initiative Schedule: *[name of Initiative]*

Agreement Name	<i>[agreement name on front page of Social Outcomes Agreement]</i>
Agreement #	<i>[# - unique reference identifier for this Schedule]</i>
Parties	Social Investment Agency (<i>Funding Partner</i>) <i>[full legal name of delivery partner organisation]</i> (<i>Delivery Partner</i>)
Initiative Start Date:	<i>[start date]</i>
Initiative End Date:	<i>[end date (such as end of the last Instalment period)]</i>

IMPORTANT NOTE: This template Initiative Schedule is a **draft** template. This template identifies Initiative-specific details required for the template Social Outcome Agreement that accompanies it to operate as intended. As each Initiative will be different (e.g. outcomes, indicators, cohort, funding, reporting) this template will need to be populated as the relevant content is discussed and agreed to by the parties. This template may need to be added to or varied to address the needs and context of each Delivery Partner and Initiative. Appropriate subject-matter advice will be needed to create an Initiative Schedule that is 'fit for purpose'. That advice will depend on particular circumstances, including the relevant outcomes, the priority cohort, the method of evaluation, the nature and shape of delivery, Delivery Partner and Social Outcomes Agreement term, as well as an assessment of the known and perceived risks (including delivery, commercial and legal).

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|----------------------------------|---|
| 1 How this Schedule works | <p>1.1 This Schedule forms part of the agreement referred to on the cover page.</p> <p>1.2 Unless expressly provided otherwise in this Schedule:</p> <ul style="list-style-type: none"> (a) if a term is capitalised and/or defined in this Schedule then that term will have that meaning in this Schedule and when applying the agreement to the Initiative; (b) everything contained in the agreement (including all the terms defined in it) applies to this Schedule; (c) nothing in this Schedule limits the application of the agreement or any other schedule to the agreement; and (d) if there is any inconsistency between this Schedule and the agreement, the agreement takes priority unless the inconsistency is expressed as being intentional. |
| 2 Initiative background | <p>2.1 Because the Initiative is being used (in part) to test and advance the use of a social investment approach in New Zealand, the Delivery Partner acknowledges that reliable monitoring, measurement, evaluation and demonstration of the results achieved (by reference to the agreed priority Outcome/s) will be essential for both parties to gain the learning and insights that (in part) justify the decision to provide funding for the Initiative.</p> |
| 3 Initiative description | <p>3.1 <i>[insert general description of the Initiative – form of initiative to be undertaken/supported (including key activities to be undertaken and identifying the innovations being tested or developed)]</i></p> <p>3.2 <i>[provision for co-design phase or consultation with the Funding Partner on (or notification to and acceptance by the Funding Partner of) final Initiative delivery design]</i></p> <p>3.3 The Delivery Partner confirms that, when both parties sign this Schedule, this Schedule contains an accurate and complete description of the Initiative <i>[(and, if still under development at signing, the progress already made and the mutually agreed next-steps to complete development of the Initiative)]</i> and there are good reasons to support the view that the Initiative will be appropriate to meet the needs (and aspirations) of the intended Participants.</p> <p>3.4 The Delivery Partner acknowledges that it is responsible for the final design, implementation and efficacy of the Initiative and the Delivery Partner has made <i>[(or will make)]</i> its own assessment of the risks and other matters relevant to the delivery of the Initiative and its ability to perform its obligations under the agreement.</p> <p>3.5 An [Implementation Plan] for the Initiative accompanies <i>[(or, once complete and agreed by the parties, will be appended to)]</i> this Schedule and the Delivery Partner will be responsible for keeping it current and complete, although any changes must be approved in writing by the Funding Partner.</p> <p>3.6 Any more detailed work or project plan and budget must be read subject to the terms of this Schedule.</p> |
| 4 Key Personnel | <p>4.1 The following are the Key Personnel for the Initiative (see clause 6 of the agreement):</p> <ul style="list-style-type: none"> (a) Delivery Partner: <i>[name and role] [email]</i>; and |

(b) Funding Partner: *[name and role]* *[email]*.

5 Key dates and/or milestones

5.1 The following are the key dates and/or milestones for the Initiative: *[detail any key dates/milestones e.g.:*

- (a) *establishment, staff recruitment, pre-enrolment or set up phase;*
- (b) *the commencement date (for enrolments); and*
- (c) *any other milestone significant to the Initiative].*

5.2 The key dates and/or milestones represent targets and timeframes against which the parties will assess progress and identify barriers, concerns or opportunities. Unless indicated otherwise, the key dates and/or milestones are not contractual obligations and a failure to achieve a particular key date and/or milestone does not have any automatic consequence.

6 Priority Outcome/s

The Initiative is intended to make a positive impact on the following priority Outcome/s: *[Add in 1-3 Outcome/s relevant to this Initiative]*

Outcome	Measure	Impact size
		<i>[small/moderate/large]</i>

7 Cohort

7.1 The priority Cohort is *[describe cohort(s), including demographics or attributes as appropriate]*.

7.2 All Participants in the Initiative are intended to be members of this Cohort.

7.3 The intended minimum number of Participants who will have meaningfully participated in (or graduated from) the Initiative by the Initiative End Date is *[XXX]*.

8 Location or geographic area

8.1 *[primary location for delivery associated with the Initiative]*

9 Intervention logic

9.1 *[provide an overview of the Initiative's [Theory of Change](#) (what will be done, how, with whom, and the expected outcomes) and the Logic Model (how activities lead to short, medium and long term outcomes, and why this will work in the relevant context)]*

10 Referrals

10.1 *[describe the referral pathway required for this Initiative, including any external referrals (e.g. who can refer Participants and how these referrals will be made), whether there are any specific indicators/pre-requisites, whether the referrals can be refused, and if there is a maximum number of referrals within any period. Describe whether member of the Cohort can self-refer, or be referred internally. Describe any relevant timeframes for referrals]*

10.2 If the Initiative appears to be relevant for the needs of a particular person or family/whānau seeking help from the Delivery Partner, but for some reason/s is not suitable for them, the Delivery Partner will use reasonable endeavours to guide or refer them to someone who is better placed to help them. The Delivery Partner will

take steps to ensure that people who may benefit from participating in the Initiative know about it or get referred to it by others.

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| 11 | Impact analysis – evaluation | 11.1 | <p>[describe impact analysis design and requirements for embedding evaluability, this can include:</p> <ul style="list-style-type: none"> (a) identification strategy and sample/power analysis; (b) specific measurement tools or statistical models; (c) indicators related to how progress or change will be captured, measured, and reported; and/or (d) relevant evaluation streams (e.g. econometric or qualitative).] |
| 12 | IDI data collection | 12.1 | <p>In accordance with clause 15 of the agreement, the below data fields for each Participant will be supplied by (or on behalf) of the Delivery Partner to Statistics New Zealand for input into the IDI on a [insert frequency – e.g. quarterly, monthly] basis during the term of the Initiative and that data (once de-identified) will be available to the Funding Partner through the IDI (subject to the Stats NZ Data Sharing Agreement the Delivery Partner has with Statistics New Zealand). These required data fields for each Participant are:</p> <p>Minimum required data fields</p> <ul style="list-style-type: none"> (a) Individual identifier(s): Sufficient identifying information for Statistics New Zealand to identify the Participant and/or their family/whānau (such as a National Health Index identifier – but only if the identifier is already being lawfully collected by the Delivery Partner as part of its normal service delivery – or the Participant’s name and date of birth) – this data is used only by Statistics New Zealand for linking in the IDI and will not be visible to the Funding Partner; (b) Start date: the Participant’s start date in the Initiative; and (c) Exit date: the date the Participant exits from the Initiative – where both start and exit date are used to identify the period of engagement with the Initiative for the purposes of evaluating outcomes. |
| 13 | Other Data collection | 13.1 | <p>[describe any other data that will be collected and how it will/will not be shared. This can include how data on intermediate outcomes will be collected, how it may be shared (e.g. as de-identified raw data through a data exchange) and/or if it will be reported on in summary statistics/representative form in the Delivery Partner’s regular reporting]</p> |
| 14 | Accreditation and personnel | 14.1 | <p>The Delivery Partner is required to have [or obtain] social sector accreditation at level [X] [within X months of signing this Schedule, and once obtained must maintain this accreditation] at all times while it is delivering the Initiative.</p> |
| | | 14.2 | <p>The Delivery Partner must ensure any subcontractor identified in clause 15:</p> <ul style="list-style-type: none"> (a) maintains social sector accreditation at level [X] at all times while it is involved in delivering the Initiative; and (b) is subject to all other applicable requirements relating to accreditation that apply to the Delivery Partner under the agreement and this Schedule. |
| | | 14.3 | <p>The parties acknowledge that the level of accreditation required may be influenced by the nature of the Initiative, including if changes are made to it. If any such changes occur, the Funding Partner and Delivery Partner will in good faith discuss</p> |

and agree any changes necessary to the Delivery Partner's and/or subcontractor's accreditation.

- 14.4 The Delivery Partner will also obtain and maintain all licences, authorisations, consents, certifications and approvals necessary for it (and its personnel involved with delivery related to the Initiative) to perform the role and undertake the activities the Delivery Partner is responsible for in connection with the Initiative.

- 15 **Subcontractors** 15.1 The Funding Partner has approved the following subcontractors for the Initiative for the purposes of clause 20 of the agreement. If the circumstances of a subcontractor change (including on any matter the Funding Partner has indicated would be material for it) the Delivery Partner must immediately notify the Funding Partner and seek re-approval of the subcontractor.

Subcontractor	Aspect of performance approved for
[full legal name of subcontractor]	[scope of approval]

(refer clause 20 (Subcontractors) of the agreement)

16 **Regular reporting**

- 16.1 [this should be any narrative or contextual info supplied above data provided to the IDI and/or direct to the Funding Partner; include the way this will be provided and when. Examples of implementation phase and quarterly reporting below].

16.2 **[Implementation phase]**

- (a) For the purposes of the Initiative, the implementation phase is the period from the Initiative start date until the commencement of enrolment.
- (b) During this period, regular progress reports and/or meetings on implementation will occur. The frequency of reporting and/or meetings will be by mutual agreement, but no less than once every month.
- (c) Reporting is to cover the Delivery Partner's assessment of progress towards the implementation milestones and timelines, including intended start of enrolment and delivery.
- (d) If not already included in the above reporting, reporting (at an aggregate, anonymised level) will also be provided on the following:
 - (i) Number and composition of team recruited; and
 - (ii) Number of Participants.]

16.3 **[Quarterly reporting]**

- (a) [Once the implementation phase is complete], the parties will meet quarterly to share learnings, intermediate outcomes, and look ahead to potential opportunities and challenges, and progress towards outcomes.
- (b) Ahead of the quarterly progress meetings, reporting is expected to include the following:
 - (i) the Delivery Partner's assessment of progress towards the priority Outcome(s);
 - (ii) any survey or reports; and

(iii) any risks or issues related to the effective delivery of the Initiative and the priority Outcomes.

(c) If not already included in the above reporting, reporting (at an aggregate, anonymised level) will also be provided on the following:

(i) Number of Participants;

(ii) Number and composition of delivery team members;

(iii) Quarterly caseload/capacity; and

(iv) Referrer channel/s referrals for enrolments.]

17 Maximum Amount Payable

17.1 The Maximum Amount Payable under this Schedule for (or on account of) the Initiative is \$[XXXX.00] (excluding GST, if any)

18 Payments

18.1 The funding is made up of the following instalments: [describe payment schedule. Example schedule below]

Instalment	Target date/Invoice date	Criteria or preconditions	Delivery period	Target Payment date	Amount payable (excl GST)
					\$XXXXX.00

19 Inflation adjustments

19.1 [indicate whether an inflation adjustment will apply and to what, including when such adjustments may be made and how they will take effect.
If no inflation adjustment will apply: The amounts referenced in clauses 17 and 18 (including the Maximum Amount Payable) have been calculated on a basis that incorporates an annual increase to account for inflation.]

20 Invoicing

20.1 [insert invoicing requirements]

20.2 The first invoice submitted by the Delivery Partner shall include the following information:

(a) Business Name:

(b) IRD #:

(c) NZBN:

(d) Address:

(e) Contact Name:

(f) Contact Number:

20.3 Before the first payment is made, the Funding Partner will undertake a bank verification of details process (usually confirmation of a deposit slip).

20.4 Subsequent invoices will meet the standard required by Inland Revenue (<https://www.ird.govt.nz/gst/tax-invoices-for-gst/how-tax-invoices-for-gst-work>).

21 Buyer created tax invoice

21.1 Where both parties agree and are GST registered, 'buyer-created taxable supply information' can be used (when it is more appropriate than the Delivery Partner invoicing the Funding Partner).

22 Review

- 22.1 Either party may at any time raise for discussion, or propose changes to, any aspect of the Initiative (including the content of this Schedule).
- 22.2 At least once during the term of the Initiative (but not sooner than six months after delivery of the Initiative has commenced) the Key Personnel will have a review meeting at which they will discuss whether the Initiative is performing consistent with expectations and consider whether (and if so, how) performance could be improved over the remainder of the term of the Initiative.
- 22.3 If (including in response to an Intervening Event) one party wishes to propose a change to this Schedule (or a change to the way in which the Initiative will be carried out which is likely to be material from the perspective of the other party and which is beyond what the Key Personnel are authorised or comfortable to address) then the parties will promptly (and at an appropriate level of seniority within each organisation) discuss that change (including its impact or implications for each party) and implement (including by agreeing in writing a variation to this Schedule) any agreed actions or changes.

SIGNATURES

For and on behalf of **Social Investment Agency**:

For and on behalf of [full legal name of **Delivery Partner**]:

Name:

Position:

Date:

Name:

Position:

Date: