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Telephone: East Kilbride  
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File Ref: PO 7107

Your Ref:

Date: 19<sup>th</sup> May 2017

Contract Amendment No: 5

**CONTRACT FOR: Syria Independent Monitoring (SIM)**

**CONTRACT NUMBER: PO 7107**

With reference to the contractual letter dated 24 September 2015 (as most recently amended by the letter dated 22<sup>nd</sup> February 2017) whereby your firm was engaged to carry out the Terms of Reference as set out at Annex A of the call down contract, I confirm that the UK Government wishes to make the following further amendments to the letter of 24 September 2015:

**Section 1, Para 3 – Commencement and Duration of the Services**

The Supplier shall start the services on 18th May 2017 (the “Start Date”) and shall complete them by 30<sup>th</sup> September 2017.

**This applies to the Iraq Extension, Independent Monitoring Iraq (IMI) Inception Phase only.**

**Section 1, Para 4 – Financial Limit**

Delete: £2,986,347

Insert: £3,226,513

**Section 3, Terms of Reference – Section 4 - Scope of Work**

Insert: Annex - Additional Deliverable; Independent Monitoring Iraq - Inception Phase

**Section 5 – Schedule of Prices**

Insert: Budget Addendum for Annex1 – Additional Deliverable; Independent Monitoring Iraq - Inception Phase

#### **Section 4 – Special Conditions, Para 4 – Sub Contractors**

Insert: Stars Orbit Consultants (SOC)  
MEMECS

NOTE: This is in accordance with the Terms and Conditions Section 8 – Sub Contractors.

2. This amendment relates to a revision to incorporate the Independent Monitoring Iraq (IMI) - Inception Phase in accordance with the PO7107 Terms and Conditions. This increases the overall financial limit by £240,166 all other Terms and Conditions of this contract will apply and remain unchanged.

3. Please confirm in writing by signing and returning one copy of this letter, within 15 working days of the date of signature on behalf of DFID that you accept the amendment set out herein.

4. Please note the provision in the contractual letter, that the financial limit of the UK Government's liability to the Supplier under this engagement shall not exceed the sum specified, unless the amount of any such excess has been agreed by the Department for International Development in writing before the Supplier takes any action which might result in the financial limit being exceeded.

For and on behalf of the

Name:

**Secretary of State  
for International Development**

Position: Procurement and Commercial Specialist

Signature:

Date:

For and on behalf of

Name:

**Transtec**

Position:

Signature:

Date:

**Encl:**

- Annex 1 - Additional Deliverable; Independent Monitoring Iraq - Inception Phase
- Budget Addendum for Annex1 – Additional Deliverable; Independent Monitoring Iraq - Inception Phase

## Section 3 – Terms of Reference – Annex 1

### ADDITIONAL DELIVERABLE - INDEPENDENT MONITORING IRAQ – INCEPTION PHASE

#### Transtec key deliverables

1. Transtec will extend its third party monitoring operations to Iraq through the existing Syria (SIM) contract. This new element will be known as Independent Monitoring Iraq or IMI.
2. This element will now consist of three instead of four phases:
  - Scoping Phase (complete once contract amend for inception issued)
  - Inception Phase (4 months: May 2017 – September 2017)
  - Implementation Phase (18 months: September 2017 – March 2019)
3. The planning phase has been merged into the inception phase.
4. The IMI contract consists of two outputs;
  - Field Monitoring and verification
  - Assessments of partner monitoring and evaluation processes.
5. The workplan spells out specific tasks to be carried out for Output 1 during the inception phase and those are matched with respective number of days for each role in the project.
6. Inception phase deliverables will consist of:
  - The completed O1 methodology, composed of all documents listed in the table in section 7.2.2 above;
  - Two FMRs;
  - Two O2 assessments;
  - Contractual documents for the inception phase, matching the O1 and O2 methodology.

Output 1 inception deliverables		
1.	<i>Workshop with field partner (Erbil) &amp; meetings with the DPs</i>	
2.	<i>Finalisation of key methodology documents and core team design</i>	
3.	<i>Development of questionnaires for initial visits, of training material, and HSS procedures</i>	
4.	<i>Selection and standard training of sub-supplier core team and field monitors</i>	
5.	<i>Prep pilot FMVs (negotiation of deployment agreement, FMV-specific training of FMs, devt of questionnaires)</i>	

6.	<i>Pilot FMVs (16: UNICEF 1; UNHCR 1)</i>	
7.	<i>FMR submission (draft)</i>	
8.	<i>FMR finalisation (post-DFID and post-IP)</i>	
9.	<i>Methodology adaptation incl. lessons learned workshop</i>	
	<i>Agreement to Transtec core team</i>	
10.	<i>Preparation of contract amendment for implementation</i>	
11.	Mini-inception report	
<b>Key documents to be produced</b>		
	DP project list request, in Annex 2	
	Macro-Field Monitoring Plan (MFMP),	
	FMR template	
	Deployment Agreement (DA) template	
	Project Site Brief	
	Field Monitors' reporting template	
	Steps table'	
	narrative presentation of those tasks in brief ToR associated to each team member	
	Monitoring questionnaires	
	Task definition of Core Team members	
	Security and Risk Assessment (SRA), operationally translating Consortium members' duty of care levels and relationships.	

7. Section 7.2.2 of the scoping report refers in further detail.

8. The Iraq Independent Monitoring scoping report (rev.1) and the workplan contains all details of milestones and deliverables for the inception phase.

9. Transtec will review the DFID Iraq Duty of Care assessment provided in the contract amendment and respond accordingly in the SRA.

**DUTY OF CARE - SUMMARY RISK ASSESSMENT MATRIX****DFID Overall Project/Intervention  
Summary Risk Assessment Matrix****Project/Intervention title:** Independent Monitoring of DFID Syria/Iraq Crisis Response**Location:** TBD by partners**Date of Assessment:** 11 May 2017

Theme	DFID Risk score
	<b>Iraq</b>
<b>OVERALL RATING<sup>1</sup></b>	<b>5</b>
FCO travel advice	5
Host nation travel advice	Not available
Transportation	5
Security	5
Civil unrest	5
Violence/crime	5
Terrorism	5
War	5
Hurricane	1
Earthquake	3
Flood	4
Medical Services	4
Nature of Project/ Intervention	5

<b>1</b> Very Low risk	<b>2</b> Low risk	<b>3</b> Med risk	<b>4</b> High risk	<b>5</b> Very High risk
<b>Low</b>		<b>Medium</b>	<b>High Risk</b>	

<sup>1</sup> The Overall Risk rating is calculated using the MODE function which determines the most frequently occurring value.