

Department for International Development (DFID)

Framework Agreement for Expert Advisory Call Down Service (EACDS)

Terms of Reference

About DFID

1. DFID's mission is to end extreme poverty, leading the delivery of the global goals. Our focus is on poor and fragile states, making the international system work better for the poor, improving access to, and quality of, basic services, supporting sustainable economic development and prosperity, building resilience to crises and responding effectively when they occur, supporting peace, security and improved governance, and unlocking the potential of girls and women.
2. As an organisation DFID invests in a diverse and capable workforce, valuing and developing all staff. We invest in our partnerships, using evidence and learning to work on development challenges with others, innovating and changing in response to what works.
3. DFID wishes to work with Framework participants who are committed to ensuring that the best technical development expertise is quickly and efficiently accessible to DFID staff and colleagues across the civil service. The aim is to ensure that the UK development programme is at the forefront of international development best practice.

Introduction

4. Following a recent internal review of its existing technical development expertise provision to its advisers, DFID has decided that expertise will be required in four broad areas which map onto the new UK aid strategy (see annexes A – D for further details on the four lots):-
 - **Strengthening global peace, security and governance**
 - **Strengthening resilience and response to crises**
 - **Promoting global prosperity**
 - **Tackling extreme poverty and helping the world's most vulnerable**

Objective

5. To provide rapid, quality-assured, short-term technical expertise to support the development of UK aid programmes.

Recipient

6. The recipients of the services will be UK aid programmes. The service will be accessible by DFID and other UK government departments that deliver programmes funded by UK Official Development Assistance (ODA).

The departments are:-

- DFID
- Foreign and Commonwealth Office
- Home Office
- Department of Health
- Department for Business Innovation and Skills
- Department for Energy and Climate Change
- Department for Environment Food and Rural Affairs
- Department for Culture Media and Sports
- Office for National Statistics
- Ministry of Defence
- HM Revenue and Customs
- HM Treasury
- Department for Education
- Department for Work and Pensions
- Department for Transport
- Scottish Government
- Welsh Government

Scope

7. To provide additional technical expertise to DFID departments and overseas offices and Other Government Departments in the development of International Development. This will include but is not limited to: programme design and development, business case development, independent advice/inputs into new and innovative thinking and products and rapid provision of technical advisers to fill gaps on specific assignments where there is a time-sensitive need across four lots:

Lot A: Strengthening Global Peace, Security and Justice

Lot B Strengthening Resilience and Response to Crises

Lot C: Promoting Global Prosperity

Lot D: Tackling Extreme Poverty and Helping the World's Most Vulnerable

Detailed lot information can be found in Annexes A – D

8. Framework Participants will be able to demonstrate their ability to rapidly provide high quality, support with recent and relevant technical and/or country experience as well as strong communication and interpersonal skills and, where relevant, team leadership skills. Framework participants will need to be able to respond to requests for cross sectoral inputs issues such as gender, politics, monitoring (not evaluation), value for money and conflict.

9. Support may be required for all countries in which DFID and OGDs work using ODA funding including those in conflict affected and fragile states. Tenderers must be able to provide support and be prepared to work in potentially difficult environments. Countries will include but not be limited to the following: Afghanistan, Bangladesh, Burma, Cote d'Ivoire, DR Congo, Egypt, Ethiopia, Ghana, Guinea, India, Jordan, Kenya, Kyrgyzstan, Liberia, Libya, Malawi, Montserrat, Mozambique, Nepal, Nigeria, Occupied Palestinian Territories, Pakistan, Pitcairn, Rwanda, Sierra Leone, Somalia, South Africa, St Helena and dependencies, Sudan, Syria, Tajikistan, Tanzania, Turkey, Uganda, Yemen, Zambia and Zimbabwe.

Requirement

10. All call down arrangements will be agreed at the point of engagement within the capped fee rate for the levels of expertise requested.
11. Framework Participants will respond within a minimum of two weeks with CVs of relevant personnel for a call down request, and deploy those staff within two weeks of agreeing staffing with the spending department.
12. The Framework Participant appointed to each lot will be required to provide:
- A pool of technical expertise, providing the substantive content for a range of evidence-based urgent support.
 - The ability to deploy skills and capability across the Sustainable Development Goals (SDGs) to deliver on the objectives of any specific requirement.
 - A flexible partnership, developed and maintained with its subcontractors, networks and DFID, providing the quality of expertise and services required to meet a range of requirements.
 - Understanding of UK government's development strategy.
 - Ability to respond to requests for cross sectoral inputs, such as gender, politics, value for money, monitoring (not evaluation), conflict and ability to mainstream these issues into its approach.
 - In-depth understanding of, and networks in, a range of developing country contexts, including but not restricted to those where DFID has a bilateral presence.
 - Developing local networks and where possible using local expertise.
 - Proven track record in working in international development and excellent understanding of the international development system
 - Creation of synergies with the new DFID knowledge management service (K4D)
 - Contribution to wider learning outcomes cross government through proactive and agreed mechanisms that facilitate learning
 - Appropriate management, quality control (technical reviewers, editors, proof readers, etc) replacement of expertise, secretariat and any other support staff necessary to undertake requirement. The framework participants will assign a Project Director to each requirement they are commissioned to undertake who will have overall responsibility for the requirement and formal contact with the spending department.

Timing

13. The Framework Agreement will commence on 1st September 2016 for the period of 2 years with the option to extend for a further 2 years.

Reporting Requirements

14. Formal communication with DFID will be through 6 monthly meetings and an annual review.
15. Each framework participant by Lot will be required to maintain detailed financial records and submit annual financial reports to DFID (and to submit financial records and reports, as and where appropriate, to OGDs using the service).
16. Framework participants will be required to provide detailed management information on a quarterly basis in regards to each call down.
17. Framework Participants will be required to report regularly on the progress and outcome of each assignment, as set out in the call-down contract awarded.
18. DFID has transformed its approach to transparency, reshaping our own working practices and encouraging others across the world to do the same. DFID and OGDs require Framework Participants receiving and managing funds, to release open data on how money is spent, in a common, standard, re-usable format and to require this level of information from immediate sub-contractors, sub-agencies and partners.
19. It is a contractual requirement for all Framework Participants to comply with this, and to ensure they have the appropriate tools to enable routine financial reporting, publishing of accurate data and providing evidence of this evidencing to DFID and OGDs– further IATI information is available from <http://www.aidtransparency.net/>

Contract Management

20. Framework participants will be responsible for implementing robust contract management, including management supervision of staff and sub-contractors engaged in delivering of the framework, maintaining effective communication with DFID staff and OGDs.
21. Framework participants will, as part of the monitoring of all services, establish and implement adviser feedback exercises and user satisfaction surveys for each call down. An example of these templates to gather feedback will be included in the tender response.

22. Framework participants must make available an appropriate management, quality control (editors, proof readers etc) and backstopping mechanism, secretariat and any other support staff necessary to undertake the programmes and projects. The Framework Participant will assign a Project Director to each requirement they are commissioned to undertake. The Project Director will have overall responsibility for the programme or project and for formal contacts with the contracting authority. Please refer to the terms and conditions Section 17 Satisfactory Performance.

Constraints and Dependencies

23. Use of Services

This framework agreement can only be used to provide services that have an impact on international development programmes funded by ODA.

24. Intellectual property

The Crown will retain all intellectual property right to any outputs, evidence and knowledge products produced by the service

25. Branding

The outputs of the framework will not use any dedicated branding but the standard branding and logos of DFID and OGDs as necessary.

Conflict of Interest

26. Framework Participants should be aware that some roles may include a contribution to the development of a Business Case or the Design of a DFID Project / Programme. DFID will decide on a case-by-case basis whether involvement in either of these stages will preclude a Framework participant from taking part in any competition for subsequent stages of the Project / Programme e.g. a Framework participant involved in developing the Business Case may be excluded from involvement in the subsequent Design or Implementation Stages. In the event that there is an unfair advantage likely to distort competition, DFID will advise when this exclusion will apply prior to any competition for the Business Case and Design stages. In order to limit the number of occasions where a Framework participant might be excluded, they should demonstrate their ability to avoid conflicts of interest between engagements, e.g. how they track personnel and the engagements they have worked on.

Exclusivity

27. For the avoidance of doubt, the Framework Participant's provision of services shall be on a non-exclusive basis. DFID reserves the right to contract with or employ directly third party contractors, consultants or employees to provide similar services at any time outside of the framework agreement.

Duty of Care

28. The framework participant is responsible for the safety and well-being of their Personnel and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
29. DFID and OGDs will share available information with the Framework Participant on security status and developments in-country where appropriate. DFID and OGDs will provide the following if required:
30. The framework participant is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this framework. Travel advice is also available on the FCO website and the Framework Participant must ensure they (and their Personnel) are up to date with the latest position.
31. This Procurement may require the Framework Participant to operate in a seismically active zone and is considered at high risk of earthquakes. Minor tremors are not uncommon. Earthquakes are impossible to predict and can result in major devastation and loss of life. There are several websites focusing on earthquakes, including <http://geology.about.com/library/bl/maps/blworldindex.htm>. The Framework Participant should be comfortable working in such an environment and should be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).
32. The Framework Participant is responsible for ensuring that appropriate arrangements, processes and procedures are in place for their Personnel, taking into account the environment they will be working in and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments etc.)
33. Tenderers must develop their Tender on the basis of being fully responsible for Duty of Care in line with the details provided above and the initial risk assessment matrix prepared by DFID.
34. Acceptance of responsibility must be supported with evidence of Duty of Care capability and DFID reserves the right to clarify any aspect of this evidence.

Stages/Requirements of the Tender

35. Framework Participants may bid for one or more Lots.

Framework Participants will also be required to provide evidence that they can supply experts with demonstrable national and/or international reputations and expertise as appropriate.

The procurement competition, in totality, comprises of the following stages:

Stage 1 **Selection** following evaluation of the PQQ (pre-qualification questionnaire) submission from Framework participants/organisations who are interested in bidding for EACDS framework. (Now complete)

Stage 2 **Award** of the four Lots in EACDS framework. The framework participants selected at the pre-qualification stage will be invited to tender providing evidence of their ability to deliver high quality services and personnel. This is will entail the submission of formal bids and a presentation to DFID. All bids and presentations will be evaluated by a DFID assessment panel (using the weighted evaluation criteria found in the ITT documentation).

Stage 3 Following award of each EACDS Lot, further call down **Call Down Contracts will** be commissioned by DFID and other OGDs.

Background

36. DFID's professional advisers need up-to-date knowledge, evidence and expert support in order to ensure that our policies and programmes are well designed and managed, achieving maximum impact and value for money. Four frameworks commenced in July 2012 titled 'Professional Evidence and Applied Knowledge Services' or 'PEAKS' fixed for the period of 2 years with the option to extend for a further period of 24 months. The extension option has been exercised with the framework due to expire in July 2016. There are 4 PEAKS covering different areas of expertise:

- Climate, Environment, Infrastructure and Livelihoods
- Economics and Private Sector Development
- Governance, Social Development, Conflict and Humanitarian
- Health (including Nutrition) and Education

The above 4 frameworks provide the call down service, equating to the annual value of £14Million. The PEAKs frameworks will be replaced by EACDs.

Annex A: Lot A: Strengthening global peace, security and justice

The UK government will work to build stability and tackle the root causes of conflict – both to improve the lives of millions across the world and to make UK citizens safer. This will entail supporting more inclusive and accountable political systems and institutions, improving citizens' security, tackling violence, particularly against women and girls, and strengthening access to justice. It will mean strengthening states' abilities to raise and manage finance in accountable and transparent ways, and measures to reduce corruption, tackle illegal trafficking, money laundering and organised crime. It will require supporting mechanisms for conflict prevention and resolution, including around elections and peace processes, and opportunities for peacekeeping, post conflict peacebuilding and long term reconciliation. We will aim to achieve better synergy between our peace and stability objectives, and our long term development work on basic services and economic growth, to build more peaceful, prosperous and inclusive states and societies.

Typical requirements of the Framework Participant are likely to include demand for expertise in the following areas (All four lots need to be able to mainstream issues such as gender, politics, value for money, monitoring, conflict sensitivity and resilience to crises)

- **Conflict and political economy analysis:** including knowledge and practice of relevant tools/frameworks for conducting strategic conflict analysis; political economy analysis; gender analysis; institutional and organisational analysis at different levels (national, subnational, ministry etc.)
- **Public Sector Governance and Institutional Reform** including extensive experience of civil service reform; human resources management; pay and grading reforms; centre of government reform/delivery units; decentralisation processes and programmes; application of politically-informed, flexible and adaptive approaches to support institutional change.
- **Public Financial Management and Taxation**, including managing fiduciary risk; work with Ministries of Finance and sector ministries across the budget cycle; financial management information systems; internal and external accountability institutions including supreme audit institutions; parliamentary accountability committees; citizen and gender budgeting initiatives; support to revenue authorities; tax policy; tax literacy and awareness; tax evasion and avoidance.
- **Tackling and reducing corruption**, including experience in addressing corruption different social and economic sectors; work with Anti-Corruption Commissions; anti-corruption analysis tools and techniques; international architecture on corruption (EITI, STAR, UNCAC, FATF etc.); accountability and citizen initiatives in the corruption sphere.
- **Security and justice**, rule of law and human rights including in-depth knowledge of different legal systems, traditional and informal justice systems; access to justice initiatives, particularly for women and excluded groups; alternative dispute resolution; security sector reform and policing; approaches to promoting, realising and protecting human rights; knowledge of human rights instruments and international architecture; violence against women and girls programmes.
- **Empowerment and accountability:** In depth applied knowledge of approaches and tools for social, economic and political empowerment and accountability. Citizen empowerment, inclusive political settlements and pro-poor policy processes;

transparency initiatives, including use of new technologies and work on open data and open government.

- **Political systems** – including in-depth experience of work on elections; parliamentary and political party strengthening; local political processes; women's political empowerment; support to traditional and new media. Conflict and political economy analysis: including strategic conflict analysis; political economy analysis; analysis of violent extremism, and other transnational drivers.

Annex B: Lot B: Strengthening resilience and response to crises

Strengthening resilience and response to crises, includes more DFID support for ongoing crises (including, but not only, in Syria and other countries in the Middle East and North Africa region), more spend on global public health risks, and support for efforts to mitigate and adapt to climate change and build resilience of poor people and countries to other disaster or conflict risks.

Typical requirements of the Framework Participant are likely to include demand for expertise in the following areas (All four lots need to be able to mainstream issues such as gender, politics, value for money, monitoring, climate change and conflict.):

1. Design, delivery and monitoring of risk informed development investments across key sectors (including health, nutrition, social protection, education, food security, livelihoods, private sector and infrastructure) that build resilience in a range of contexts, from the more stable, to those in protracted crises (including in the most FCAS and suffering protracted forced displacement). Including:

- Hazard and risk analysis and early warning.
- Responding to chronic needs: layering in development approaches which can reduce the underlying caseload which can only be met by short term humanitarian approaches.
- Risk informed investments: to mitigate the impacts of climate, conflict and other hazards, shocks and stresses.
- Shock response: Preparing and responding more effectively to recurrent, seasonal, other shocks and crisis needs, where possible through predictable pre-agreed instruments that support response and recovery.
- Financing risk approaches: Risk and contingency financing, insurance (e.g. sovereign, index linked, etc).

2. Humanitarian:

- Design of effective of humanitarian response and preparedness programmes, disaster management theory and architecture, and humanitarian sector specialisms in sudden onset disasters and recurring or protracted crises
- NB. DFID has a separate arrangement to support its operational crisis response and stabilisation work (deployable capacity, stockpiles, logistics etc). We do not envisage such a role for this framework, rather it should complement through access to specific technical expertise to support the design (and delivery) of humanitarian programmes.

3. Informing and developing responses to the changing nature of systems and society, such as:

- Risks and opportunities associated with the changing nature of food systems and impact on global and local food security; the impact on human and animal health from changes in health and agricultural practices and systems (for example, anti-microbial resistance; avian flu; foodborne diseases, etc.), natural resource management and eco-systems services.
- Change in demographics and the impact of increasing scale of human flows (regular and irregular migration) in relation to for example: climate variability and other shocks; on the ability of urban developments to build resilient urban societies and the associated risks and opportunities.

- Change in the structure of economies, particularly changes in the rural-urban interface, transformation of rural economies and significant shifts in the long term sustainability of people's livelihoods and opportunities.
- Changes in the nature of the built environment and infrastructure services – changes in demand for those services as a result of crises, and changes in projections of future demand.
- Climate change impact, exposure, vulnerability, sensitivity and adaptive capacity.

Annex C: Lot C: Promoting global prosperity

Every country benefits from global prosperity. Global prosperity is vital for poverty reduction; no country can eradicate poverty or graduate from aid without economic growth. Emerging and developing economies are becoming increasingly important for global growth, and the UK government will give greater priority to promoting sustainable economic reforms needed to continue this. Priorities of the new Prosperity Fund will include improving the business climate, competitiveness and operation of markets, energy and financial sector reform, and increasing the ability of governments to tackle corruption. Government will also invest in efforts to significantly scale up the household solar market in Africa, and help to scale up financial inclusion by harnessing technology (e.g. mobile banking). Driving higher, sustained, inclusive growth and encouraging longer term economic transformation, are key to achieving Global Goal One - eradicating poverty everywhere, including in all DFID partner countries. DFID is now programming across a broad range of activities linked to promoting inclusive growth.

Typical requirements of the Framework Participant are likely to include demand for expertise in the following areas (All four lots need to be able to mainstream issues such as gender, politics, value for money, monitoring, conflict and resilience to crises)

- **Applied economics** for development programmes and policies including problem identification and constraints to achieving broad development objectives (including constraints to inclusive growth); identification and appraisal of delivery options at the programme level (including valuation methods in development contexts and applying CBA and Cost Effectiveness approaches); and analysis of the macro economy (recent experience and longer term trends in revenues and spending, domestic and international debt, capital flows including aid); Economics of key sectors (infrastructure, health, education, agriculture, NR and environment); economics of markets for labour and capital; trade; poverty and economic statistics. Also, using evidence to enable effective decision-making to mitigate the risks of harmful climate change and adapt to its effects, and support DFID's core work in building resilience to natural disasters and responding to humanitarian emergencies.
- **Trade and FDI** including multi-lateral trade agreements; trade facilitation; 'aid for trade'; the determinants of the level and benefits of foreign investment; investment promotion and facilitation
- **Private sector development instruments and approaches** for increasing growth, jobs and economic opportunities for the poor. These include legal and regulatory reforms that improve the enabling environment for business, attract investment and increase international trade; market systems development and value chain development; financial instruments including grants, loans, guarantees, equity investments and PPPs; the effective application of these approaches in different contexts and to a wide range of extractive, productive, service and factor markets including:
 - Capital/Financial Markets for financial intermediation and financial inclusion
 - Labour Markets, constraint to participation
 - Land, legal frameworks and administration
 - Extractive sectors and management of natural resources
 - Agriculture
 - Infrastructure
 - Manufacturing and supply chains

- Business Services, particularly intermediary and support services
- Basic Services including health and education
- **Inclusive growth** and harnessing potential of private sector for social development outcomes: economic empowerment of girls and women; livelihoods strategies; expanding formal employment opportunities; responsible business and environmental sustainability; inclusive/pro-poor business; access to markets for the poorest and excluded; evidence behind and strategic frameworks for delivering social development outcomes through private sector.

Infrastructure for economic growth and prosperity – covering all economic infrastructure sectors (energy, transport, water, urban development, waste and ICT) as well as infrastructure for service delivery; throughout the project development chain – from concept through design, implementation and operation; as well as across the range of interventions – infrastructure policy, regulation and the enabling environment, project preparation facilities, PPPs, capacity development.

Agriculture:

- To unlock the potential of agriculture as a priority economic sector, to drive inclusive growth, reduce poverty and build sustainable food systems, whilst making a substantial contribution to achieving the Global Goals. Expertise reflecting priorities in our 2015 Agriculture Framework, particularly in relation to the transformation, investment and innovation for commercialisation of agriculture to drive productivity gains, working with agribusinesses as well as SMEs and small holders; and ensuring investments in off farm activities to support incomes and employment, while maintaining actions to ensure no one gets left behind.
- This may include, but not be limited to, development of agricultural markets; agricultural policy making and reforms; agriculture's contribution to growth, impact monitoring and evaluation; expertise on the empowerment of women and girls in agriculture and the impacts on the overall growth potential of the agricultural.

Annex D: Lot D: Tackling extreme poverty and helping the world's most vulnerable

The UK government will lead the world in implementing the 'leave no one behind' promise agreed by the Prime Minister and other world leaders in September 2015. It will strive to end violence against women and girls, including ending FGM and child early and forced marriage, and tackling sexual violence in conflict. The government will prioritise work that targets the most vulnerable and disadvantaged, the most excluded, those caught in crises, and those most at risk of violence and discrimination. Delivering the 'basics' of human development and finishing the job of the Millennium Development Goals will continue to be central to the government's approach to international development. The government remains committed to meeting in full its manifesto commitments, including those on health, education, nutrition, water and sanitation and family planning.

Approaches will ensure that human development and poverty reduction gains are sustained. This will require a focus on building resilient and responsive institutions and systems and stimulating sustained demand amongst vulnerable and disadvantaged groups.

(All four lots need to be able to mainstream issues such as gender, politics, value for money, monitoring, conflict and resilience to crises.)

Typical requirements of the Framework Participant are likely to include demand for expertise in the following areas:

Tackling exclusion:

- in-depth design and management of unconditional and conditional cash transfer programmes including the use of innovative and digital approaches, other direct transfers, and design of multi-objective social protection and social policy frameworks, resulting in enhanced outcomes for empowerment and social justice. Evidence of ability to build institutional capacity for sustainable transfer systems. Ability to develop credible processes that demonstrate the comparative VFM of use of Social Protection approaches.
- approaches to improving the lives of girls and women, those with disability, and those excluded from development by virtue of religion, caste or geography.
- Delivering services and human development outcomes
 - Health, education, WaSH and nutrition systems – public and non-state delivery
 - Education sectors – pre-primary, primary, secondary, technical vocational and higher education
 - Governance, political economy and regulation
 - Human resources, financing, information, medicines, textbooks and other supplies, quality of services
 - Reproductive maternal, neonatal, child and adolescent health including family planning
 - Communicable disease including HIV/AIDS, TB, malaria, other neglected tropical diseases and global health security
 - Non-communicable disease as they affect the poor including public health approaches
 - Population dynamics
 - Water supply, sanitation and hygiene promotion: urban, peri-urban and rural contexts; at community, household and individual levels; in health and education programmes and facilities. Recognising links to solid and

liquid waste management. Covering policy, regulation and institutions including supply and demand issues, tariffs, utility performance, private and public service delivery. Within the context of broader water resources management (surface and groundwater) and urban development.

- Cross-cutting issues:
 - Social norms and attitudinal and behaviour change
 - Early childhood development