



## CALLDOWN CONTRACT

**Framework Agreement with:** Oxford Policy Management Ltd

**Framework Agreement for:** Global Evaluation and Monitoring Framework Agreement (GEMFA) - Lot 3

**Framework Agreement ECM Number:** ECM\_4746

**Call-down Contract For:** Humanitarian Resilience and Human Development, monitoring, evaluation, and learning (HHMEL)

**Contract ECM Number:** ECM\_5347

I refer to the following:

1. The above-mentioned Framework Agreement dated 1<sup>st</sup> February 2023;
2. Your proposal of 5<sup>th</sup> May 2023

and I confirm that FCDO requires you to provide the Services (Annex A), under the Terms and Conditions of the Framework Agreement which shall apply to this Call-down Contract as if expressly incorporated herein.

### 1. Commencement and Duration of the Services

- 1.1 The Supplier shall start the Services on 2<sup>nd</sup> August 2023 ("the Start Date") and the Services shall be completed by 31<sup>st</sup> July 2028 ("the End Date") unless the Call-down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.

### 2. Recipient

- 2.1 FCDO requires the Supplier to provide the Services to the FCDO Somalia (the "Recipient").

### 3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed **£ 13,200,000** ("the Financial Limit") and is **inclusive** of any government tax, if applicable as detailed in Annex B.

When Payments shall be made on a 'Milestone Payment Basis' the following Clause 22.3 shall be substituted for Clause 22.3 of the Section 2, Framework Agreement Terms and Conditions.

## 22. PAYMENTS & INVOICING INSTRUCTIONS



# Foreign, Commonwealth & Development Office



- 22.3 Where the applicable payment mechanism is "Milestone Payment", invoice(s) shall be submitted for the amount(s) indicated in Annex B and payments will be made on satisfactory performance of the services, at the payment points defined as per schedule of payments. At each payment point set criteria will be defined as part of the payments. Payment will be made if the criteria are met to the satisfaction of FCDO.

When the relevant milestone is achieved in its final form by the Supplier or following completion of the Services, as the case may be, indicating both the amount or amounts due at the time and cumulatively. Payments pursuant to clause 22.3 are subject to the satisfaction of the Project Officer in relation to the performance by the Supplier of its obligations under the Call-down Contract and to verification by the Project Officer that all prior payments made to the Supplier under this Call-down Contract were properly due.

## **4. FCDO Officials**

- 4.1 The Project Officer is:

REDACTED

- 4.2 The Contract Officer is:

REDACTED

## **5. Key Personnel**

The following of the Supplier's Personnel cannot be substituted by the Supplier without FCDO's prior written consent:

REDACTED

## **6. Reports**

- 6.1 The Supplier shall submit project reports in accordance with the Terms of Reference/Scope of Work at Annex A.

## **7. Duty of Care**



# Foreign, Commonwealth & Development Office



All Supplier Personnel (as defined in Section 2 of the Agreement) engaged under this Call-down Contract will come under the duty of care of the Supplier:

- I. The Supplier will be responsible for all security arrangements and Her Majesty's Government accepts no responsibility for the health, safety and security of individuals or property whilst travelling.
- II. The Supplier will be responsible for taking out insurance in respect of death or personal injury, damage to or loss of property, and will indemnify and keep indemnified FCDO in respect of:
  - II.1. Any loss, damage or claim, howsoever arising out of, or relating to negligence by the Supplier, the Supplier's Personnel, or by any person employed or otherwise engaged by the Supplier, in connection with the performance of the Call-down Contract;
  - II.2. Any claim, howsoever arising, by the Supplier's Personnel or any person employed or otherwise engaged by the Supplier, in connection with their performance under this Call-down Contract.
- III. The Supplier will ensure that such insurance arrangements as are made in respect of the Supplier's Personnel, or any person employed or otherwise engaged by the Supplier are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.
- IV. The costs of any insurance specifically taken out by the Supplier to support the performance of this Call-down Contract in relation to Duty of Care may be included as part of the management costs of the project, and must be separately identified in all financial reporting relating to the project.
- V. Where FCDO is providing any specific security arrangements for Suppliers in relation to the Call-down Contract, these will be detailed in the Terms of Reference.

## 8. Call-down Contract Signature

- 8.1 If the original Form of Call-down Contract is not returned to the Contract Officer (as identified at clause 4 above) duly completed, signed and dated on behalf of the Supplier within **15 working days** of the date of signature on behalf of FCDO, FCDO will be entitled, at its sole discretion, to declare this Call-down Contract void.

No payment will be made to the Supplier under this Call-down Contract until a copy of the Call-down Contract, signed on behalf of the Supplier, returned to the FCDO Contract Officer.

## 9. Technical Proposal

- 9.1 The Supplier proposal has been included at Annex C and the Points of Clarification at Annex D.

TERMS OF REFERENCE

**Humanitarian Resilience and Human Development, monitoring,  
evaluation, and learning (HHMEL)**

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## Abbreviations/Acronyms

ACLED	Armed Conflict Location & Event Data Project
AG	Accountable Grant
AR	Annual Review
BRCiS	Building resilient Communities in Somalia
CY	Calendar Year
DFID	Department for International Development
DHIS	District Health Information System
DTL	Deputy Team Leader
EPHS	Essential Package of Health Services
<i>EQuALS</i>	Evaluation Quality Assurance and Learning Services
FAO	Food and Agriculture Organization Project Manager (PM)
FCDO	Foreign, Commonwealth and Development Office
FY	Financial Year
GAVI	Global Vaccine Alliance
GBV	Gender Based Violence
HARBS	Humanitarian Assistance and Resilience Building in Somalia
HMIS	Health Management Information System
ICF	International Climate Finance
IDP	Internally Displaced Persons
INSO	International NGO Security Organisation
IOM	International Organization for Migration
IP	Implementing Partner
IPC	Integrated Food Security Phase Classification
IRF	Internal Risk Facility
KPI	Key Performance Indicator
MEL	Monitoring, Evaluation & Learning
MESH	Monitoring and Evaluation for the Somalia Humanitarian Programme
MOU	Memorandum of Understanding
NGO	Non-governmental Organisation
OCHA	United Nations Office for the Coordination of Humanitarian Affairs
OECD DAC	Organisation for Economic Co-operation and Development Assistance Committee
PCR	Programme Completion Report
SHARP	Somalia Humanitarian and Resilience Programme
SHINE	Somalia Health and Nutrition Programme
SRO	Senior Responsible Owner
TL	Team Leader
ToC	Theory of Change
ToR	Terms of Reference
UN	United Nations
UNFPA	United Nations Population Fund
UNICEF	United Nations Children's Fund
WFP	World Food Programme
VfM	Value for Money





## Introduction

1. The Foreign Commonwealth and Development Office (FCDO) Somalia is seeking a Supplier to deliver monitoring, evaluation and learning services for the next phase of FCDO Somalia's humanitarian, resilience, and human development programming. Specifically, the Supplier will deliver services to the Humanitarian Assistance and Resilience Building in Somalia (HARBS) (2022-2028, value up-to £300m) and the Better Lives for Women and Children (Better Lives) (2022-2028, value up-to £120m) programmes. It will also provide light-touch, cross-cutting support to the wider FCDO Somalia human development portfolio including work on education and social norms.
2. This Terms of Reference outlines the objectives, requirements and, expectations of the Supplier to successfully deliver:
  - a. independent monitoring and specialist monitoring technical assistance.
  - b. evaluation and research
  - c. learning

## Objective of the Contract

3. The objective of this Contract is to provide the FCDO in Somalia with services that support: programme-wide and project-level monitoring feedback on the quality of activities, outputs, and outcomes (and/or the signal of process towards outcomes) and monitoring of key contextual issues; generates learning which supports FCDO staff and implementing partners to drive programme adaptations and improvements (drawing on lessons learned),; and generates evidence for FCDO, implementing partners and the wider sector on context and "what does" and "does not work" in the areas of humanitarian, resilience, and human development.
4. The outcomes for this contract are:
  - a. Accountability: holding implementing partners to account on delivery against planned activities, outputs, and progress toward outcomes across humanitarian, resilience and health programmes (HARBS and Better Lives)
  - b. Learning and adaption at the partner, programme, and portfolio level to drive reflection and adaptive programming in a complex environment across humanitarian, resilience and health programmes (HARBS and Better Lives)
  - c. Deepen contextual understanding to support improved programming, and policy influencing given complex issues around political economy, conflict, and social exclusion in Somalia across the humanitarian, resilience and health programmes (HARBS and Better Lives) and wider FCDO human and social development sectors.
  - d. Evidence generation on what works in Somalia in relation to policy and programming to both enhance FCDO's investments and engagements, as well as wider stakeholders across humanitarian, resilience, human, and social development sectors.

## Recipient and Beneficiaries

5. The main recipient of the work will be FCDO. Other prime beneficiaries include direct FCDO implementing partners. Secondary recipients include the Federal Government of Somalia, wider FCDO stakeholders, other HMG government departments, other donors working in Somalia, wider humanitarian and development agencies, and other British Embassies and High Commissions operating in similar contexts who may benefit from the lessons.

## Scope

### Programme Management

6. The Supplier will provide appropriately skilled personnel and systems to ensure the successful day to day management of the Contract, this includes the implementation of the interconnected

Contract workstreams, ensuring they inform each other, financial management, delivery of required reports, effective management of downstream partners including related due diligence, risk management, internal monitoring, logistics and administrative duties, training and capacity building of the team to ensure a uniformed approach and standardised methods and principles are adhered to.

## Programme Delivery Services

7. The Supplier will provide the appropriately skilled personnel, services, and systems to deliver the following workstreams:
  - a. **Workstream 1 – Programme-wide and Implementing Partner Monitoring:** The objectives of this workstream is threefold. Firstly, support FCDO establish effective monitoring systems at the programme level (e.g. FCDO business case theories of change and logframes) and provide Implementing Partners with targeted technical support to strengthen their logframes and wider monitoring frameworks (e.g. Value for Money frameworks). (Outcome a: accountability). Secondly, to provide FCDO with independent monitoring of the delivery of implementing partner activities, outputs, and outcomes (Outcome a: accountability). Thirdly, to provide FCDO and implementing partners with relevant, operational contextual understanding through bespoke data collections that might not be directly linked to programming (Outcome c: context understanding). This workstream is focused on HARBS and Better Lives Programmes.
  - b. **Workstream 2 – Operational learning.** The objective of this workstream is to generate operational learning at different levels (activity, project, programme, and portfolio-level) which support FCDO staff, implementing partners and wider external stakeholders (e.g., Federal and Member State governments particularly in relation to health). It is expected to be both a standalone, focused activity as well as a cross-cutting approach which spans workstreams within this Terms of Reference (Outcome b: learning, and Outcome c: contextual understanding). The focus of this workstream is HARBS and Better Lives, but support to the wider, linked, FCDO Somalia development programme and policy efforts is envisaged.
  - c. **Workstream 3 – Evaluation and evidence generation.** The objective of this workstream is to generate relevant evidence on i) “what works” in relation to humanitarian, resilience, and health programming in Somalia, and ii) contextual evidence which supports policy and programming in relation to humanitarian, resilience and development in Somalia (Outcome c context understanding and objective d, evidence generation). This workstream is expected to operate separately from Workstreams 1-2, in that it will be delivered via an Evidence Window (known as the Window). The supplier will be responsible for establishing a sub-contracting mechanism for discrete evaluation, research, and analysis studies to be commissioned from specialised evaluation and research organisations. The Window will also be able to support a limited number of standalone, multi-year evidence or analysis projects (up to 3 over the lifespan of the contract). These will be subject to approval from FCDO and agreement with the supplier. The supplier will be responsible for the contract management of sub-contracted organisations and will also support FCDO with the quality assurance of research, evaluation, and analysis outputs from the Window. FCDO Somalia, with support of the supplier, will establish a governance arrangement for this Window. The Window value is expected to be up to £6.2m (approx. £1.3m per year) and should be set up in a way so that other donors could finance if desirable.
  - d. **Workstream 4 – cross cutting data management, analysis, and communication:** The objective of this workstream is to cut across Workstreams 1-3 and bring together and analyse the of data collected from the above MEL workstreams, combining it with wider publicly available administrative data to address specific operational and/or research questions (Outcome b. Learning and adaption, and c context understanding). Linked to this it will also support with geospatial mapping services to help present and communicate the FCDO Somalia portfolio.

## Contract Budget and Duration

8. The contract will run for an initial term of 60 months from the 01 August 2023 until 31 July 2028, subject to review points set out in detail at paragraph 24.

9. The maximum budget available will be £13.2 million (inclusive of ALL applicable taxes). This amount is subject to yearly budgets and cross-HMG Spending Reviews and thus may reduce and will need to be agreed between FCDO and the supplier on an annual basis.

The budget will be allocated as follows:

Workstreams 1, 2 & 4: £7 million

Workstream 3: £6.2 million

10. The Contract may be extended by up to 24 months with a maximum budget increase of £6.6 million. See paragraphs 26 - 28 for scale up/down and extension options.
11. The Contract will consist of three phases.

- i. Inception Phase 6 months
- ii. Implementation Phase 45 months
- iii. Closure Phase 9 months

## The Requirements (Key Deliverables and Outputs)

### Inception Phase

12. The Supplier will deliver the following outputs during the Inception Phase of the Contract:

Output		Related Workstream	Completed by end
1)	Finalise team recruitment and structure.	n/a	Month 1
2)	<u>Cross-cutting</u> : introductory meetings with all FCDO Implementing Partners under HARBS and Better Lives. Protocols for engagement, data and information sharing agreed		Month 2
3)	Review HARBS and Better Lives logframes and agree protocol for results sharing. This should be captured in a methodological note which is regularly updated to capture the approach for data synthesis.	1	Month 2
4)	Support review of partner and programme Theory of Change for Better Lives	1	Month 2 (Better Lives) Month 3 (HARBS)
5)	Commission theory-based evaluation of Better Lives via the Evidence Window (See Annex C – Requirements for Inception Phase Evaluation Projects)	3	Month 2
6)	Agreed tools, templates, and processes for HARBS and Better Lives third-party monitoring	1	Month 3
7)	Support review of partner and programme Theory of Change for HARBS	1	Month 3
8)	Stakeholder mapping and engagement strategy including protocols for data and information sharing and introductory meetings	n/a	Month 3
9)	Commission the baseline (midline and baseline) of the Better Lives programme	1	Month 3
10)	Initial programme summaries and geospatial maps of HARBS and Better Lives partners and projects	3	Month 3
11)	Commission theory-based evaluation of the UN Natural Water Resource Management Project via the Evidence Window. (See Annex C – Requirements for Inception Phase Evaluation Projects)	4	Month 5
12)	Mapping of ICF Indicators across the HARBS and Better Lives programme.	1	Month 6

13)	Set out approach for monitoring ICF KPI under HARBS as part of wider logframe collation and reporting	1	Month 6
14)	Initial review of partner VFM frameworks and propose an approach for measuring and reporting programme wide VFM	1	Month 6
15)	Approach for inputting into HARBS and Better Lives Annual Reviews in 2024 (April and August)	1	Month 6
16)	Conduct pilot remote and physical independent third-party monitoring with up to 3 partners	1	Month 6
17)	Independent third-party monitoring plan for first 12 months including plans for asset verification across applicable partners	1	Month 6
18)	Agreed approach for learning reviews and pipeline for initial learning reviews beyond inception phase	2	Month 6
19)	Proposal for annual learning events for Better Lives (December 2023) and HARBS (March 2024)	2	Month 6
20)	Develop a cross-cutting learning strategy for Better Lives and HARBS.	2	Month 6
21)	Established governance structure for Evidence Window	3	Month 6
22)	Finalised templates, protocols for procuring projects/products in the Evidence Window	3	Month 6
23)	Complete review of current UKAID data platform and make recommendations on how to take forward knowledge management requirements.	4	Month 6
24)	Mapping of nationwide humanitarian, resilience, health, and nutrition relevant datasets to be used for portfolio-wide analysis	4	Month 6
25)	Review of previous partner/programme data in the UKAID platform and the utility for forward analysis	4	Month 6
26)	Approach to regularly updating core summaries of Better Lives and HARBS programme/partnerships (linked to paragraph 12 output 10, above) and geospatial map products and handling demand for mapping	4	Month 6
27)	Inception Report, see paragraph 29 for detailed requirements.	n/a	Month 6

### Implementation Phase

13. During the implementation phase, the supplier will be expected to deliver on the commitments agreed in the logframe and workplan during the inception phase. This will be updated every quarter throughout the implementation phase. The key technical deliverables expected from the implementation phase against each Workstream will include but not be limited to the following:

Workstream 1	<b><u>Programme-wide and Implementing Partner Monitoring</u></b>
	<b><u>Objective 1 Programme and Implementing Partner Monitoring Systems</u></b>
Output	

Output 1 Programme and Implementing Partner Results Framework Development and Management	<p>The supplier will support HARBS and Better Lives implementing partners with the development of project-level results frameworks or logframes. Data disaggregation by gender and other social inclusion markers is a perennial issue with implementing partners and will likely be an area of particular focus. Project-level logframes will be owned by implementing partners, with targeted MEL support from the Supplier. The bulk of this work is expected to be at the start of this MEL contract when Implementing Partners are in their inception phases (although there may be some ad hoc support over the life of the contract, particularly if new partners come online via, for example, the HARBS Internal Risk Facility).</p> <p>The Supplier will also support FCDO Somalia with the development of the overall business case programme logframes for both HARBS and Better Lives and will be responsible for ensuring these logframes remain up to date with strong version control. Programme-level logframes are expected to be a combination of i) data synthesis from partner results frameworks/logframes; ii) baseline, mid-line and endline data collection; and iii) wider administrative and survey data (e.g. Integrated Food Security Phase Classification (IPC), District Health Information System (DHIS), forthcoming World Bank Health Facility survey, and Federal Government-led, national third-party monitoring exercises for health).</p>
	<p>The Supplier will have information management responsibilities for the HARBS and Better Lives results programme logframes. This includes, but is not limited to, version control of any changes to indicators and milestones (e.g., weightings, targets, data sources), the quarterly collation of implementing partner results achievement at output-level<sup>1</sup>, and the annual collation of results against milestones at output, outcome, and impact levels (see Output 6 – Annual/Project Completion). This process should be captured in a programme logframe methodological note (updated as per revisions to the logframe to ensure transparency and replicability of approach). The supplier will work with FCDO to ensure that cross cutting obligations and broader quality indicators are included.</p>
Output 2 – UK International Climate Finance KPI Indicator monitoring	<p>The supplier will support the commissioning from Implementing Partners and data synthesis against UK ICF results indicators across the HARBS and Better Lives programmes. This is a standalone deliverable, separate to the business case and implementing partner results frameworks – and requires consolidated reporting. The HARBS programme is expected to spend at least 14% (£42m) of its overall budget on ICF eligible climate adaptation activities. Rural resilient livelihoods and Natural-Water Resource Management projects are expected to have high proportions of climate adaptation activities and results. The supplier will be responsible for developing an overall, programme wide ICF results methodology note for the HARBS programme. Relevant projects within the HARBS programme are expected to report against ICF KPI indicator 1, (there may be a requirement to report against other ICF KPIs in the future) (see Annex D). The supplier will be responsible for ensuring that data from implementing partner reporting can be extracted to support the regular (6 monthly) synthesis of data against ICF KPI indicator 1 across the HARBS programme.</p>

<sup>1</sup> FCDO Implementing Partners under HARBS and Better Lives

	<p>The Better Lives programme is likely to include a level of investment in renewable energy infrastructure at the health facility level. As a result, the programme may also be able to report on ICF KPIs related to renewable energy installation and usage, and greenhouse gas emissions avoided. The supplier will need to work with Better Lives implementing partners, and FCDO Somalia's Climate Adviser, during the inception phase to ascertain the feasibility of collecting ICF relevant results data. If feasible, the supplier will also develop a ICF results methodology note and be responsible for working with implementing partners on the 6 monthly reporting and synthesis of ICF data for the programme.</p>
Output 3 – develop further the programmatic Theories of Change.	<p>The supplier will work with Better Lives partners (UNICEF and downstream partners) to further refine the programme's theory of change. This work will support output 6 – baseline, mid-line and end-line data collection, and output 12 – the commissioning of the theory-based evaluation for the programme. The supplier will also support HARBS resilience partners (i.e., Durable Solutions, Resilient Rural Livelihoods, and Natural Water Resource Management<sup>2</sup>) and at least one multi-year humanitarian partner (i.e. multi-purpose cash and social protection project with WFP) to develop programmatic theories of change.</p>
Output 4 – Programme-wide and Implementing Partner Value for Money frameworks and reporting	<p>The supplier will be expected to work with all the HARBS and Better Lives Implementing Partners to develop and monitor project-level Value for Money frameworks, in response to VFM standards and targets laid out in the business case. These are expected to be a compilation of quantitative, including monetary, and qualitative indicators against the FCDO Value for Money framework (i.e., economy, efficiency, (cost) effectiveness, and equity). Partners will be responsible for these frameworks and collecting data against them. The supplier will also be responsible for developing and tracking an overall programme-level Value for Money framework for each of the HARBS and Better Lives programmes. This is expected to be a combination of a synthesis of partner VfM frameworks; monitoring data collected within this contract; and evaluations and research commissioned under Workstream 3.</p> <p>The supplier will be responsible for reporting against these programme level VfM frameworks every 6-months. Partner level VfM frameworks are expected to be reported on quarterly, within regular programme process reports. The Supplier will play a role in reviewing these reports, extracting data for programme-wide frameworks, and providing ad hoc support to implementing partners to improve the quality of reporting. The Supplier will also collate a set of key programme wide VfM indicators, as agreed with FCDO, for inclusion in the FCDO Annual Review and subsequent Project Completion Review for the Better Lives and HARBS programmes.</p>
Output 5 – FCDO Annual/Project Completion Programme and Implementing Partner performance assessments	<p>As part of the department's programme cycle, FCDO conduct Annual Reviews and end of programme Project Completion Reviews. FCDO Somalia will hold the pen on these processes for the HARBS and Better Lives programmes, but the supplier will provide key inputs. The supplier will be responsible for i) collated annual results for both programmes against logframe milestones; ii) producing a short report per partner which synthesises headline findings from other workstreams under MEL which can contribute to the annual review; and iii) programme level summary of learning from across workstreams and implementing partners.</p>

	<b><u>Objective 2 and 3 – independent monitoring of Implementing Partners and strengthened operational understanding of context</u></b>
Output 6 – Baseline, Mid-line and End-line survey of the Better Lives Programme	All surveys should respond to the indicators in the finalised Better Lives Business Case Logframe. All attempts should be made to ensure that all survey data is disaggregated (by sex, disability, and social group) and should be disaggregated across Somalia and Somaliland. This output will be linked to the envisaged Theory-based Programme Evaluation included under Workstream 3 the Evidence Window.
Output 7 – Independent monitoring of implementing partner activities, outputs, and outcomes	<p>The supplier is expected to take stock of the latest innovations in independent monitoring of implementing partner projects in fragile and conflict affected contexts such as Somalia (e.g., satellite imaging). The Supplier is expected to monitor every HARBS and Better Lives partner or major downstream partner at least annually, and a field monitoring plan will be developed on an annual basis (aligning with the UK financial year). The supplier will need to demonstrate a level of responsiveness, particularly as HARBS is expected to have several additional short-term humanitarian projects/implementing partners as part of its Internal Risk Facility (see HARBS business case summary).</p> <p>The supplier will need to have a physical monitoring reach across Somalia as projects and partners are expected to be in all Somalia Federal Member States and regions<sup>3</sup>. As referenced above, the Supplier will be expected to produce a 12-monthly monitoring plan at the beginning of each financial year (reviewed and updated quarterly) for independent monitoring, which sets out sampled partners, activities/outputs/outcomes targeted, geographic focus, and methodology/approach to be monitored (remote/physical). For each monitoring exercise (e.g., telephone survey on, partner/theme and/or field site verification) the Supplier will be responsible for drafting a short terms of reference detailing objectives, approach, methods, and any risks/risk management measures (no more than 3 sides of Arial font size 11). At the end of every monitoring exercise the Supplier will be responsible for drafting a short report on findings (no more than 5 sides of Arial font size 11).</p> <p>The Supplier during the inception phase will be required to develop a process of validating findings with implementing partners, sharing final monitoring results with FCDO, and implementing partners, tracking any follow-up actions taken by the Implementing Partner and FCDO, and ensuring that findings are reflected in learning more widely. At minimum the Supplier is expected to provide the following independent monitoring activities<sup>4</sup>:</p> <ul style="list-style-type: none"> <li>• <u>Remote telephone surveys</u>: with the ability to conduct survey interviews with at least 8,000 people per quarter.</li> <li>• <u>Physical field site verifications</u>: with the capacity to conduct at least 3 physical partner/project field monitoring trips<sup>5</sup> per</li> </ul>

<sup>3</sup> Annex A to have a summary indicative geographical footprint.

<sup>4</sup> For Better Lives, the independent monitoring work will need to align with the national monitoring and evaluation frameworks which are being developed by the Federal Government in collaboration with the World Bank. This monitoring and evaluation framework is expected to include: i) nation-wide/light-touch household survey; ii) national and selective facility survey; iii) quarterly balanced scorecard; and iv) annual health sector review. There may be opportunities for Better Lives supported health facilities to be captured by some of these exercises and/or learning from them.

<sup>5</sup> One field monitoring trip is expected to entail a visit to one physical location to monitor, at least one partner and observe at least one programme activity and/or output and/or outcome. One field monitoring trip will use a range of different methods including physical verification of any small-scale infrastructure built or rehabilitated, interviews with local partner staff, interviews with relevant local government staff and/or authorities (e.g., health workers in health facilities), and interviews and/or focus groups with beneficiaries. Short Terms of Reference will be delivered for every field monitoring trip including objectives, methods, and risks.

	<p>quarter across the country including in high access constraint contexts.</p> <ul style="list-style-type: none"> <li>• <u>Beneficiary feedback survey</u>: with the capacity to do at least twice annual beneficiary feedback surveys of Better Lives static health facilities.</li> <li>• <u>Joint Supportive Supervisions</u>: the Supplier will be required to join at least 2 per year, Joint Supportive Supervisions with Better Lives implementing Partner and the Federal Ministry of Health staff.</li> </ul> <p>In relation to both remote and physical monitoring, the Supplier will be expected to have a strong understanding of safeguarding and fiduciary risks and how to effectively mitigate these in fragile and conflict states, with monitoring staff having regular training and awareness raising on these themes.</p>
Output 8 – Implementing Partner physical asset verification	The supplier will be responsible for conducting physical verifications of Implementing Partner assets under the HARBS and Better Lives programmes. The Supplier will be expected to conduct at least one annual asset spot check visit of each HARBS and Better Lives Implementing Partner for whom this is applicable.
<b>Workstream 2</b>	<b>Operational Learning</b>
Output 9 – Rapid Learning Reviews (up to 5 per year).	Rapid learning reviews are envisaged to be time limited pieces of analysis to support operational issues. They can be on a cross-cutting programming issue (e.g., gender and inclusion, community engagement, accountability to affected populations or localisation), a programming modality (e.g., cash), a deep dive on a partner (e.g., UNICEF), or on a contextual issue which directly relates to programming (e.g., humanitarian and stabilisation). It is expected that Rapid Learning Reviews will draw on monitoring data from Workstream 1, as well as limited additional data collection (e.g., interviews, focus groups etc) to address specific topics and questions. Desk-based review of programme documents, research, data etc is also expected. Where possible, the supplier will be expected to work with relevant technical and coordination bodies (such as humanitarian clusters) to inform the learning review and support dissemination efforts. FCDO Somalia will be responsible for determining topics for Rapid Learning Reviews, in consultation with the supplier and implementing partners. The supplier will be responsible for generating a short Terms of Reference for every Rapid Learning Review for FCDO agreement (no more than 4 sides of Arial font size 11), and each Rapid Learning Review will culminate in a short output product (no more than 15 sides of Arial font size 11).
Output 10 – Programme level annual and thematic learning events.	The supplier is expected to generate for both HARBS and Better Lives an annual summary of learnings (Output 5). The supplier is expected to hold an annual learning event (1-2 days maximum) for both HARBS and Better Lives Implementing Partners to reflect on annual programming and learning. These events will coincide with FCDO annual review processes for the respective HARBS and Better Lives programmes. The agenda for these learning events is to be developed with FCDO Somalia. The supplier will be responsible for identifying and covering the cost of an external venue in either Nairobi or Mogadishu (that should allow for FCDO and partner staff participation, in line with security rules). External may be invited to these learning events. The Supplier should also plan for up to four significant external learning events across the duration of the contract. The audience of these learning events will be wider than FCDO and implementing partners and may bring



	sector stakeholders on a particular theme or issue. These events are likely to be towards the end of this contract when evidence generated under the different Workstreams is coming to fruition, and there is a value in sharing and debating evidence and learning generated under this contract with a wider set of stakeholders.
Output 11 – Cross-cutting approach to learning	The supplier during the inception phase will be responsible for defining a cross-cutting approach to learning and deliver a learning strategy. This will include how learning is integrated into individual outputs and processes undertaken by this Terms of Reference, but also how a learning system approach is taken across the Implementing Partners of HARBS and Better Lives and wider humanitarian, resilience, and human development stakeholders.
<b>Workstream 3 –</b>	<b>Evaluation and evidence generation.</b>
Output 12 – Evidence products and projects, including evaluation, operational research.	<p><u>Outputs commissioned</u> from the Evidence Window will be determined by the FCDO Somalia.</p> <p>As set out in the “inception phase” two initial evaluations are planned, for commission under the Evidence Window – a programme wide evaluation on Better Lives, and a project level evaluation on the Natural Water Resource Management project.</p> <p>Illustrative examples of the types of evidence products and projects which could be commissioned in addition to these evaluations include:</p> <ul style="list-style-type: none"> <li>• Evaluations of the other resilience projects within HARBS (i.e., Durable Solutions consortium and the Resilient Rural Livelihoods)<sup>6</sup>.</li> <li>• Analysis of needs and dynamics in hard-to-reach areas using innovative, remote data collection techniques.</li> <li>• Inclusion (e.g., marginalised clan) and conflict dynamic analysis of a particular geographical area.</li> <li>• Operational research into the targeting and systems for shock-responsive social protections and/or basic services.</li> <li>• Operational research into pathways of internal and external displacement and what drives decision-making of affected people.</li> </ul> <p>FCDO Somalia, with support of the supplier, will be responsible for the drafting of all technical Terms of Reference for evaluation or research studies commissioned under the Window. All Programme and Project-level evaluations commissioned by the Window will need to be managed in line with FCDO’s evaluation strategy and policy<sup>7</sup>. All key evaluation products will need to be quality assured and approved by EQUALs (FCDO’s independent evaluation quality assurance service). This includes, but is not limited to, evaluation terms of reference, inception reports, interim reports, and final evaluation reports. The Supplier will also be responsible during the inception phase for establishing the templates and procedures for commissioning wider Window evidence products – and the approach for supporting multi-year evidence projects (described above). This should be done in consultation with FCDO and using best VfM and transparency practice for commercial procurement.</p>

<sup>6</sup> There will be an early discussion with these partners on their monitoring plans (e.g., baseline/midline/end-line data collection), as well as their intentions to commission independent evaluations. Any commissioning through the Window would need to complement this.

<sup>7</sup> [FCDO evaluation strategy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/evaluation-policy) and [FCDO evaluation policy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/evaluation-policy)

<b>Workstream 4 –</b>	<b>Cross cutting data management, analysis, and communication</b>
Output 13 – Programme Information and Knowledge Management	<p>The Supplier will be required to establish an approach for data and knowledge management across workstreams – this may include a dedicated online platform, but this is to be decided upon during the inception phase. The predecessor MEL partner (contract referred to as MESH II) for <u>Somalia Humanitarian Assistance and Resilience Programme (SHARP)</u> and <u>Somali Health and Nutrition Programme (SHINE)</u> developed a UKAID Platform for synthesising programmatic data. This platform is currently hibernated. The Supplier during the inception phase will need to review this platform, and consider its utility going forward, or whether a different approach based on user need (i.e., FCDO Somalia) is required. Any cost associated with this process shall be agreed in advance with the SRO and be one off chargeable under NPAC</p>
Output 14 – Programme Data Analysis	<p>Enabled by robust Information and Knowledge Management systems, the Supplier will be expected to bring together, analyse and present data on Implementing Partner presence and project coverage, with monitoring, performance, and wider administrative data (e.g., IPC, DHIS, population estimates, INSO or ACLED conflict/security incident data, community engagement mechanisms). This is to help FCDO Somalia understand its footprint, coverage of needs and impact in implementation areas. This will then help to assess how well prioritised HARBS and Better Lives programme activities versus humanitarian and health needs and vulnerability, and what is the change in health and nutrition indicators in areas where FCDO is providing multi-year development</p>

	interventions. The Supplier during the inception phase should undertake a mapping of relevant humanitarian, resilience and health nation-wide data sets which can be drawn on for this kind of analysis. This will also include exploring historical data from FCDO humanitarian, resilience and health and nutrition partners in Somalia which is currently stored on the hibernated UKAID Platform. This may present the opportunity for longitudinal analysis. The Supplier will be required to deploy geo-spatial and data visualisation techniques to help present this kind of analysis. This could be through static maps or more dynamic digital data visualisation.
Output 15 – Portfolio and Programme geo-spatial maps and summaries	The supplier will be responsible for producing 6-monthly: i) static geo-spatial maps for FCDO internally on HARBS and Better Lives programmes; and ii) programme summaries of HARBS and Better Lives for an external audience. The objective of the static maps and programme summaries will be to support internal and external understanding and awareness of the UK programme footprint. This is to support external donor and Federal Government of Somalia coordination on investments, and internal FCDO communications. The Supplier will also be required to produce additional, responsive geo-spatial mapping and infographic products based on demand from FCDO. This will include up to two additional deliverables a year, however this may increase during a major humanitarian crisis or in response to high level FCDO visits or Somali government engagement. These will potentially cover humanitarian, resilience, human, and social development sectors. All products will be required to show Somalia and Somaliland breakdowns.

## Closure Phase

14. There will be a 9-month closure phase before the contract ends. Twelve (12) months before the end of the contract the supplier will submit an updated exit plan, (see FCDO Framework Agreement Terms and Conditions Service contract v1.0, clause 16.5), to complete the assignment and close the project. This will include the handover of all technical and intellectual property. The supplier will be responsible for ensuring a plan for the handover of all key data sets and MEL reports in an appropriate transferable format to FCDO before the end of the programme. The supplier should look for ways to actively transfer this knowledge to implementing partners and beneficiaries to ensure sustainability.
15. The supplier will deliver a final report covering the results and lessons learned over the life of the contract. This should be at least one month before the end of the Contract. An asset disposal plan (physical, digital and data) will also be required if any assets were procured with the programme funds, the supplier will provide a disposal proposal guided by the UK asset disposal guidelines.

## Team Structure

16. The Supplier will provide appropriate personnel to deliver the Services set out in this ToR within the following team structure. (It is expected, but not mandated, that a consortium approach will be needed to deliver the outcomes).

## Core Team

17. FCDO's preference is for a core team of full-time personnel with the right expertise, rather than a larger team of part-time team members - with access to technical (thematic, methodological) experts who can be drawn down on a short-term basis.

18. The core team will be an agile and responsive team, responsible for the day-to-day delivery of outputs against Workstreams 1, 2 and 4, and overall programme and financial management activities including the compilation of reports, financial management, procurement, and logistics (including sub-contracting and management of downstream partners), risk management, liaising with FCDO and other stakeholders, management of the Evidence Window (Workstream 3) and administrative duties. The team will include the following key posts and range for expertise.

19. Key Core roles in the Core Team

- a. Team Leader: who will be overall accountable for the delivery of the contract. They will play a key role in overseeing the core team, coordinating the wider consortium (where relevant), and providing quality assurance for key deliverable.
- b. Monitoring Lead: who will lead and deliver outputs against Workstreams 1 (Monitoring Objective 1, 2 and 3). Overseeing technical inputs from a wider cohort of specialists.
- c. Learning Lead: who will lead and deliver outputs against Workstream 2, ensuring that this Workstream knits across all areas covered by this contract.

20. Core skills and expertise in the Core Team

- e. Knowledge and Information Management: is a critical function underpinning all the Workstreams, ensuring sufficient staff resource and team expertise in this area will be critical for the delivery of this contract.
- f. Data Analysis: the core team will need to have the expertise to conduct responsive analysis of FCDO programmatic data and wider humanitarian, resilience, health, and nutrition data. This will support FCDO in operational decision-making under Workstream 1 but will also feed and support wider learning and programme adaptation under Workstream 2.
- g. Digital Platform Management (as appropriate): the inception phase will include a review of the current UKAID Platform and make recommendations on whether to proceed with this as a digital platform, and if not what the options are for alternative approaches for managing data and information linked to this Terms of Reference. Experience in the core team will be critical to understand FCDO need for knowledge and information management, assess the current platform specification and set out options for future delivery.
- h. Primary research and evaluation: experience of different primary research methodologies within the team and the ability to review and quality assure different types of evaluation and research, and curate and manage deeper methodological expertise.
- i. Programme Management, Supply-chain management and Procurement: tight programme management across Workstreams will be critical, ensuring that dependencies and linkages are well understood and maximised. Management of a consortium of partners (where appropriate) will require dedicated resource to ensure a coherent, joined-up approach across partners. Also, the management of the Window will also need to draw on procurement and sub-contract management expertise and best practice.
- j. Technical knowledge: this contract will need to draw on a range of expertise, some of which will be critical for the core team. Knowledge in humanitarian (multi-sectoral), resilience (climate adaptation, livelihoods, cash/social protection) and health sectors are seen as key technical expertise themes for the core team.
- k. Communications: it will be critical for the team to have communications expertise. It will be of crucial importance that deliverables from this contract are produce in formats and written in a style which is accessible for intended audiences. This is essential for the uptake of all the internal to FCDO and external outputs of this Terms of Reference.
- l. Somali expertise: Somali expertise of the wider socio-economic and conflict context in Somalia is critical. An appreciation of clan dynamics, gender and social exclusion would be highly desirable. The Supplier should think carefully about how Somali expertise can be integrated across all Workstreams and Outputs, and not necessarily be locked into one area.

21. To meet the overall delivery requirements, it is critical that local monitoring staff who have skills and experience in collecting data in Somalia are engaged. Similarly, monitoring staff should have skills and experience in beneficiary engagement/interviewing (using digital technologies) and who can bring an understanding of the context to their work. FCDO envisage a good balance between male and female monitors (where possible and depending on programmes and activities).
22. Investment in training is expected, to establish the skill set of staff, ensure a uniform approach and support the security and wellbeing of field monitors. Great efforts must be taken to ensure that standardised methods and principles are understood and adhered to.

### Pool of Short Term Technical Experts

23. To meet the resource requirements of the demand led aspects of the programme the Supplier will establish a pool of appropriate Short Term Technical Specialists that can be drawn down on a short-term basis. Areas of experience and expertise to be covered include:

Type of Expertise	Indicative Requirements
Technical Evaluation/Research Methodology (Qualitative and quantitative) experts	Support with baseline/midline/endline data collection and the commissioning and management of outputs under the Evidence Window
Technical Thematic experts	in areas not covered by the core team, particularly health, durable solutions, WASH, natural resource management, social norms, education and nutrition.
Cross-cutting thematic experts	in quantitative and qualitative approaches to measuring and monitoring Value for Money; conflict-sensitivity, and gender and social inclusion.
Bespoke specialist expertise in digital and data	Including data visualisation, GIS mapping, and satellite mapping.
Risk management experts	including but not limited to aid diversion risk and safeguarding risk

### Contract Management

#### Contractual Review Points

24. There will be a formal review of the Contract at the following point:
- At the end of the inception phase to determine whether the contract should proceed to full implementation
25. Continuation of the Contract beyond the review point will be dependent of Supplier performance and ongoing need.

#### Scale Up/Extensions

26. There is potential scope to scale up the Contract by a further 24 months with a maximum value of £6.6m subject to the availability of funds.

27. It may be necessary to increase the scope of this contract to include additional programmes in Somalia. Any changes of this nature will be agreed by both parties and executed via FCDO Contract Amendment process.

### Scale Down

28. FCDO reserve the right to scale down or discontinue this programme at any point in line with the Terms and Conditions. Scaling Down is at FCDO's discretion and may occur for a number of reasons including but not limited to a change in the security and/or political circumstances of the country, supplier performance or shortage of funds.

### Reporting Requirements

29. The supplier is required to provide an informal bi-weekly update (i.e., no more than 1 A4 page, Arial font size 11) on progress via email to FCDOs operational contact. This is in addition to delivering the following reports formal reports:

### Inception Report

30. Page Limit: 30 pages (15 doubled sided), Arial font size 11  
Submission: Emailed to the FCDOs operational contact at least 2 weeks before the end of the inception phase  
Content:
- a. Summary of progress and achievement against Inception Phase deliverables
  - b. Detailed workplan for first year, including sampling approach for third party monitoring and indicative workplan for the entire contract.
  - c. Finalised Logframe/results framework for the MEL project
  - d. Finalised VFM framework for the MEL project
  - e. Finalised programme governance structure and processes.
  - f. Finalised Stakeholder engagement/influencing strategy.
  - g. Finalised Knowledge and Information Management Plan
  - h. Initial Risk Matrix including Delivery Chain Risk Map with mitigation measures.
  - i. Finalised Financial Management plan.
  - j. Asset (digital and physical) register

### Quarterly Report

31. Page Limit: Technical Report 15 pages, Financial Report 5 pages, (combined 10 double sided), Arial font size 11  
Submission: Emailed to the FCDOs operational contact on or before 18<sup>th</sup> day of every 3<sup>rd</sup> month of the implementation phase of the Contract.  
Content: Technical Report
- a. Narrative of progress on workplan and activities planned for the preceding quarter.
  - b. Progress against Annual Review/Audit/Scorecard/other recommendations.
  - c. Updated annual workplan detailing work for the next quarter
  - d. Update of Risk Matrix including Delivery Chain Risk Map with mitigation measures
  - e. Lessons Learned.
- Financial Report
- a. Reconciliation of previous quarter's expenditure against forecast
  - b. Value for Money reporting against the MEL VfM framework
  - c. Update of forecast of the remainder of the year

- d. Quarterly Invoice for review and approval prior to being submitted on the 15<sup>th</sup> day of the following month

## Annual Report

32. Page limit: Technical Report 20 pages (10 doubled side), Financial Report 5 pages (single pages), Arial font size 11
- Submission: Emailed to FCDOs operational contact at least one month before the end of the first year of the implementation phase and every subsequent year for the duration of the implementation phase.
- Content: Technical Report
- a. Summary of progress against the workplan and logframe/results framework for the previous year.
  - b. Lessons learned on activities and programme adaptations
  - c. Progress against Annual Review/audit/scorecard/other recommendation
  - d. Work plan for following year.
  - e. Update on stakeholder engagement/influencing
  - f. Updated Risk Matrix including Supply Chain and mitigations
  - g. Updated Asset Register
  - h. Feedback or recommendations for FCDO
- Financial Report
- a. Reconciliation of previous year's expenditure against forecast
  - b. Value for Money reporting against the MEL VfM framework
  - c. Highlight any variances of budget from the forecast with explanations for the variation
  - d. Detailed forecast of spend for the following year

## Project Completion Report

33. Page limit: 30 pages, Arial font size 11
- Submission: By email to the FCDO SRO no later than one month after programme closure
- Content: Technical Report
- a. Summary of achievements and deliverables against the Logframe/results framework and the overall impact of the programme
  - b. Summary of programme expenditure
  - c. Summary of what worked and lessons learned across the whole of the programme.
  - d. Summary of VfM over the life of the contract

(Further content to be agreed on submission of the Exit Plan).

### Final Financial Report

- a. Final year expenditure against forecasted budget
- b. Value for Money reporting against the MEL VfM framework
- c. Highlight budget variances in percentages and explanations notes
- d. Full contract period performance against annual forecasts

## Audit Reports

34. Annual programme audit reports to be submitted not later than 4 months after the end of each complete year of operation. FCDO will review and agree the terms of reference for the audits.

35. A final programme audit report to be submitted 4 months after the end of the final year.

## Payment By Results

### Inception Phase

36. Payment will be made quarterly on completed outputs and milestones as described above.

### Implementation Phase

37. Payment will be made quarterly based on fees and expenses incurred with 10% of core team fees linked to the achievement of the KPIs for the quarter.

## Key Performance Indicators (KPIs)

KPI	Description	Assessment	Frequency	% of Fees
Quality & Delivery	All required progress reports submitted on time and to required standard	Pass/Fail	Quarterly	5%
Financial Management	Financial forecasts submitted quarterly with a permitted variance of 10% when reconciled in the quarterly report with exceptions if FCDO specifically request a change in spend outside of this variance	Pass/Fail	Quarterly	5%

## Contract Oversight

### Governance

38. The Contract will be managed on three levels as follows:

- Strategic:** steering group that meets 6-monthly to strategically guide the MEL contract, and particularly oversight of the Evidence Window
- Operational:** operational management of MEL contract which convenes quarterly to review progress, agree changes to work plans etc.
- Transactional:** day-to-day tracking of activities, payment of invoices etc.

Governance purpose	Attendees	When	Agenda and Objectives
Strategy – Steering Group	<p><u>Chair:</u> Supplier TL/Director and FCDO SRO</p> <p><u>FCDO Attendees:</u> SRO; Deputy Team Leader; representative from FCDO Somalia's Results team</p> <p><u>Supplier Attendees:</u> TL/Director; Deputy TL.</p>	6-monthly	<ul style="list-style-type: none"> <li>Review progress against strategy implementation over the last 6 months</li> <li>Review Workplan and key risks to delivery</li> <li>Set direction for the next 6 months</li> <li>Oversight of the Evidence Window</li> </ul> <p>Objective: ensure alignment with contract and continued relevance to FCDO Somalia programmes and Somalia context.</p>
Operational – Project Board	<u>Chair</u> – FCDO SRO	Quarterly	<ul style="list-style-type: none"> <li>Review quarterly progress reports, including risk</li> </ul>



	<p><u>FCDO Attendees:</u> FCDO SRO; Deputy Team Leader; Climate, Humanitarian, Health and Social Development Advisers; representative from FCDO Somalia's Results team</p> <p><u>Supplier attendees:</u> TL; Deputy TL; Monitoring and Learning leads</p>		<ul style="list-style-type: none"> <li>Review quarterly revisions to the Workplan</li> <li>Review performance against Supplier Programme Management KPIs</li> </ul> <p>Objectives: managing progress against deliverables, milestones and Supplier Programme Management KPIs; managing risks and protecting value for money.</p>
Transactional – Project Management meetings	<p>Chair; Supplier TL or Supplier DTL</p> <p><u>FCDO Attendees:</u> FCDO SRO; Deputy Team Leader; Climate, Humanitarian, Health and Social Development Advisers.</p> <p><u>Supplier attendees:</u> TL; Deputy TL; Monitoring and Learning leads</p>	Monthly	<ul style="list-style-type: none"> <li>Review progress against the workplan</li> <li>Identify day to day risks to deliver</li> <li>Day to day discussions on financial forecast and spend</li> <li>Agree any revisions to ensure the supplier is supported to deliver against the Supplier Programme Management KPIs</li> </ul> <p>Objectives: support day to day delivery and operational management of the contract.</p>

## FCDO Co-Ordination

39. The operational contact for this contract will be the FCDO Somalia Humanitarian, Health, Education and Resilience Team, Deputy Team Leader/Programme Delivery Lead based in Nairobi.
40. The main contact for Contract or Commercial issues will be the Contract Officer named in the Contract.

## Other requirements

### Ethics Principles

41. It is a requirement that all FCDO evaluation and research complies with FCDO's Ethical Principles for Research and Evaluation<sup>8</sup>. Proposals to conduct evaluation or research should include consideration of ethical issues and a statement that the data collectors will comply with ethics principles. Treatment of ethics will be included in the assessment of bids. In practice this will involve:

<sup>8</sup> See here: [\[Withdrawn\] FCDO ethics principles for research and evaluation - GOV.UK \(www.gov.uk\)](#)

- Considering whether external ethics approval is needed. The supplier may need to seek appropriate ethical research board approval in some cases and should be prepared and capable to do this
- Ensuring that the research will not cause harm to participants.
- Ensuring participation is voluntary.
- Ensuring confidentiality is protected.
- Taking account of international and local legislation.
- Ensuring that research and evaluation designs respect gender and cultural sensitivities.
- Ensuring data is stored securely and safely.
- Publication of research findings (unless security/sensitivity issues preclude this).
- Protecting the independence and credibility of research and evaluation.
- Seeking to ensure participation of marginalised groups.

## Digital Spend

42. The UK government defines digital spend as 'any external-facing service provided through the internet to citizens, businesses, civil society or non-governmental organisations'. The Government Digital Service (GDS), on behalf of the Cabinet Office, monitors all digital spend across government and FCDO is required to report all spend and show that what we have approved meets with GDS Digital Service Standards. In FCDO, this applies to any spend on web-based or mobile information services, websites, knowledge or open data portals, transactional services such as cash transfers, web applications and mobile phone apps. Plans to spend programme funds on any form of digital service must be cleared with FCDO in advance and must adhere to the following principles<sup>9</sup>:

- Design with the user
- Understand the existing ecosystem
- Design for scale
- Build for sustainability
- Be data driven
- Use open standards, open data, open source & open innovation
- Reuse & improve
- Address privacy & security
- Be collaborative

## Conflicts of interest

43. To ensure the independence of third-party monitoring services and evaluations provided under this contract, it is vital to ensure that MEL services for a specific British Embassy Mogadishu programme are undertaken by a supplier(s) that is not involved in the delivery of the HARBS or Better Lives programmes.
44. To assist FCDO to assess any potential conflict of interest, suppliers are required to list in their proposal any programmes funded by the British Embassy Mogadishu (BEM) that they or their anticipated downstream partners are involved in delivering/evaluating or expect to be involved, between 2023 and 2028.
45. If the lead supplier and/or their anticipated downstream suppliers are involved in delivering or evaluating or expect to be involved in any programmes funded by British Embassy Mogadishu (BEM) between 2023 and 2028, the proposal should set out intended arrangements for protecting the independence of MEL services for the specific Terms of Reference.

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<sup>9</sup> See FCDO Digital Strategy (2018-2020): doing development in a digital world for further details: [DFID Digital Strategy 2018 to 2020: Doing Development in a Digital World - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/684442/DFID-Digital-Strategy-2018-to-2020-Doing-Development-in-a-Digital-World-2018-2020.pdf). This included ethical considerations in the design and deployment of digital approaches in development contexts.

## Social Value

46. The Public Services (Social Value) Act 2012<sup>10</sup> requires English and Welsh public authorities to consider through procurements how economic, social, and environmental wellbeing within the relevant area can be improved through the core procurement. The core services within the MEL are targeted in the Somalia context at delivering against economic, social, and environmental wellbeing. In addition to the core services, Suppliers should think about what additional, added Social Value (economic, social, environmental) could be delivered during the “how” of implementation of core services. This could be, for example, in terms of the improving the direct environmental impact of the MEL team and operations (e.g. carbon considerations within office premises and/or approach to flights and travel), or considering economic inequality and social exclusion within recruitment practices and consortium formation in relation to Somali organisations and/or staff. The Supplier is encouraged to think creatively in their response to Social Value.

## Duty of Care

47. Ability to work in Somalia: Somalia is one of the most dangerous countries in the world for aid workers to operate. Threats and kidnappings have led some humanitarian organisations to withdraw from some areas of the country, while others have been thrown out by armed groups. The service provider should be able to deploy and work across Somalia. Bids should clearly demonstrate how they will approach deploying in Somalia, managing associated security risks, and previous experience working in this context or similar.
48. Supplier personnel (including their employees, sub-contractors, or agents) engaged under a FCDO contract will come under the duty of care of the lead supplier. The supplier is responsible for the safety and well-being of their personnel and any third parties affected by their activities, including appropriate security arrangements. The supplier will also be responsible for the provision of suitable security arrangements for their domestic and business property. FCDO will share available information with the supplier on security status and developments in-country where appropriate, but we also expect the supplier to monitor this to the best of their ability. Travel advice is also available on the FCDO website, and the supplier must ensure they (and their personnel) are up to date with the latest position.
49. Transportation: the supplier and/or their consortium partners will be responsible for organising their own transportation within Somalia, including access to UNHAS and EU flights where that is required.

## Do no harm

50. FCDO requires assurances regarding protection from violence, exploitation, and abuse through involvement, directly or indirectly, with FCDO suppliers and programmes. This includes sexual exploitation and abuse but should also be understood as all forms of physical or emotional violence or abuse and financial exploitation.
51. The Supplier must demonstrate a sound understanding of the ethics in working in Somalia and Somaliland and applying these principles throughout the lifetime of the programme to avoid doing harm to beneficiaries. In particular, the design of interventions including research and programme evaluations should recognise and mitigate the risk of negative consequence for women, children, and other vulnerable groups. The supplier will be required to include a statement that they have duty of care to informants, other programme stakeholders and their own staff, and that they will comply with the ethics principles in all programme activities. Their adherence to this duty of care, including reporting and addressing incidences, should be included in both regular and annual reporting to FCDO.
52. A commitment to the ethical design and delivery of monitoring and evaluation methods and approaches, and research, including the duty of care to informants, other programme stakeholders and their own staff must be demonstrated.
53. This contract will require the supplier to operate in conflict-affected areas and parts of it are highly insecure. The security situation is volatile and subject to change at short notice. The supplier should be comfortable working in such an environment. It is not expected that the

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<sup>10</sup> Public Services (Social Value) Act 2012 (legislation.gov.uk)

supplier would put staff at risk, but the supplier must have the ability to monitor projects in the programme implementation locations.

54. The supplier is responsible for ensuring that appropriate arrangements, processes, and procedures are in place for their personnel, considering the environment they will be working in, and the level of risk involved in delivery of the contract. The supplier must ensure their personnel receive the required level of training prior to deployment (where applicable).
55. The supplier must comply with the general responsibilities and duties under relevant health and safety law including appropriate risk assessments, adequate information, instruction, training and supervision, and appropriate emergency procedures. These responsibilities must be applied in the context of the specific requirements the supplier has been contracted to deliver (if successful in being awarded the contract).
56. FCDO will not award a contract to a supplier who cannot demonstrate they are willing to accept and have the capability to manage their duty of care responsibilities in relation to the specific procurement.

## Risks

57. Suppliers will include in their proposal the key risks, and how they will manage and mitigate them. Below is a list of some key risks that FCDO has identified, which suppliers are expected to elaborate on and address in addition to other risks supplier identifies.

### Strategy and Context

- a. Likely shifts in the political and security situation impacting the ability of FCDO partners to deliver and/or Supplier to conduct monitoring, evaluation, and learning.
- b. Some parts of Somalia may remain inaccessible to suppliers/ partners either due to conflict or Al-Shabaab control. This will require a flexible programme design and likely the use of innovative data science approaches to collect data (mobile technology, satellite imagery etc.).

### Fiduciary and financial risk

- c. Risk of fraud in third party monitoring and collusion of third-party monitors with implementing partners. Suppliers will sometimes need to rely on implementing partners for access to sites of people, which risks compromising independence.
- d. There is a risk that reduced overall budgets lead to a scaling back of programme level MEL. The Supplier will need to be flexible and responsive to FCDO re-prioritisation

### Reputational risk

- e. The programme carries an inherent reputational risk due to the nature of the work it intends to deliver (evidence and data generation). The Supplier will need to think through how findings are communicated and disseminated to different audiences.

### Policy and Programme Delivery

- f. The main delivery risk for MEL is poor supplier implementation capacity. This will be mitigated by engaging with implementing partners with a strong track record and due diligences will be conducted to provide assurances about capacity.
- g. The programme may be too complicated for a supplier to manage as it is unlikely that a single supplier will have the necessary skills and experience to provide MEL in all required activities. It is anticipated that the programme will require a lead supplier coordinating several downstream partners or a consortia arrangement, and liaising with implementing partners for the humanitarian, health and other programmes as need may be.

## Background to the FCDO Somalia Humanitarian, Resilience and Human Development Portfolio

58. Somalia is one of the world's poorest and most fragile states, with ongoing conflict spanning almost three decades. Somalia sits at the bottom of most development league tables, with widespread poverty and inequality, very low human development indicators, endemic gender

violence, a persistent humanitarian crisis, a weak economy, and a tiny public purse. Over half the population live below the national poverty line. Somalia ranks 49 of 52 countries in the Africa Sustainable Development Goals (SDGs) index, indicating poor progress so far towards achieving the SDGs 1.

59. The UK invests significant Overseas Development Assistance (ODA) in Somalia across a range of sectors including humanitarian, health, education, economic development, governance, and security and stabilisation.
60. It is critical that the FCDO Somalia Network staff can monitor and evaluate delivery of programmes to ensure they are effective and progressing towards their aims. Somalia is a dynamic context, and it is necessary to regularly assess relevance and effectiveness of programmes. It is also a conflict setting, where we need to identify, as soon as possible, any unintended consequences of our interventions. Should activities/outputs/outcomes not be delivered as intended, become less relevant, or result in unintended consequences or harm; we need to understand why so we can support implementers to improve or close programmes if the problems are intractable or irreversible. There is also an opportunity to use MEL to strengthen contextual understanding, and generate evidence for the benefit of FCDO, Implementing partners and wider Somalia stakeholders.

#### Experience of Monitoring and Evaluation for Somalia Humanitarian and Health (MESH) I and II

61. Over the last 5 years, the UK-funded Monitoring and Evaluation for Somalia Humanitarian and Health (MESH II) programme provided monitoring, evaluation, learning and change support to the humanitarian programme - Somalia Humanitarian and Resilience Programme (SHARP) with budget of £324 million, and the health programme, Somalia Health, and Nutrition Programme (SHINE) with a budget of £104million. MESH conducted over 4,500 field interviews and visited 640 sites across the humanitarian and health programmes. The first phase of the MESH programme (2013-2018) which accompanies the UK/DFID [Multi-Year Humanitarian Programme](#) (2013 -2018) highlighted the importance of being agile in our MEL approaches, especially systematically planning and designing TPM to meet the information needs of programme teams, at the right time. To support learning and adaptation, verifications must illuminate how and why things have been delivered (or critically, why not). Without understanding this, it is challenging for programme teams to know how to course correct. To inform adaptation, MEL services should be able to help us understand progress or signals towards achieving the outcomes.
62. The nature of FCDO's Somalia portfolio is adaptive and responsive to the changing context, and as a result, the length, budget, nature and/or focus of the programmes are likely to change and new partnerships may be added to reflect the evolving needs over the life of the humanitarian, resilience, and health programmes over the duration of the business case.
63. Under MESH, partner cooperation was indicated as a critical factor in delivering successful monitoring activities. MEL supplier will be required to invest time to build partner relationships with delivering partners for effectiveness of MEL and change. This engagement includes a commitment to support partner accountability process and maintaining a strong feedback and improvement system with partners. The supplier will be required to engage with the Somalia Government officials at Federal and Member States level especially under the Ministry of Health and Development.
64. The FCDO in Somalia currently has 2 programmes, the successors to SHARP and SHINE, delivering through a variety of partners and whose MEL components will fall under this contract. A summary of both programmes is provided below.

#### Humanitarian Assistance and Resilience Building in Somalia (HARBS) (2022 -2028)

65. HARBS is a six-year programme that aims to provide more effective life-saving humanitarian assistance and improved preparedness to crisis, whilst building the resilience of the most vulnerable in Somalia to recurrent shocks. The programme aims to deliver against four broad outcomes:
  - a. Deliver effective and timely emergency humanitarian assistance and protection services

- b. Reduce vulnerability of displaced communities through durable solutions programming
  - c. Support vulnerable rural communities to cope with shocks and stresses
  - d. Improve the efficiency and effectiveness of humanitarian response architecture.
66. The MEL contract is primarily funded through the HARBS programme and is critical to delivering against outcome (d) – improve the efficiency and effectiveness of humanitarian response architecture.
67. The HARBS programme will be implemented by a range of different partners across humanitarian (a) and resilience (b and c) components including UN agencies (OCHA, UNDP, UNICEF, UNEP, FAO, IOM), and NGOs (INSO, others to be identified). This MEL supplier is the only partner under outcome (d).
68. A summary of the planned partnerships under HARBS is included at Annex A and a Summary Business Case document is attached as a separate document to this Terms of Reference. The HARBS programme began in August 2022 in an initial emergency bridging period for financial year 2022/23 to surge on the drought response whilst the design and approval of the multi-year humanitarian and resilience programme was finalised. The core, multi-year humanitarian and resilience partnerships under HARBS are expected to commence 1<sup>st</sup> April 2023 after a series of competitive partner selection processes and negotiations with key multilaterals.

### Better Lives for Women and Children (Better Lives) (2022 – 2028)

69. Better Lives is a six-year programme (2022-2028)<sup>11</sup> that will reduce high rates of preventable death, combat cross-border threats of infectious diseases, and create lasting health benefits for some of the world's most vulnerable women and children. To achieve this, the UK will work with the Somali Government to use the entry of the World Bank and its Global Financing Facility (GFF) to create a more efficient coordinated approach with key partners including the Global Fund to Fight AIDS, TB & Malaria (GFATM) and Global Alliance for Vaccines and Immunisations (GAVI) to:
- a. Extend access to an essential package of reproductive, maternal and child health services
  - b. Effectively promote healthy behaviours and demand for services
  - c. Strengthen the health system at all levels including government stewardship of coordination and efficient resource management and delivery.
70. This programme approach aims to support long-term sustainability and state building that is part of our wider strategic agenda. The programme will be delivered through the following main programme components:
- a. A UNICEF-managed essential service delivery component with demand creation and behaviour change, and embedded health systems strengthening.
  - b. A privately managed health systems development technical assistance facility (yet to be appointed); and
  - c. an independent Monitoring, Evaluation and Learning component, which is covered by this Terms of Reference.
71. A link to the FCDO Better Lives business case and indicative logframe is included at Annex A. The Better Lives programme commenced on 1<sup>st</sup> April 2022 but has been in a humanitarian bridging phase whilst a more substantive design for the core health and nutrition development programme is agreed with the Federal Government of Somalia and prime implementing partner UNICEF.

### Wider Social and Human Development Portfolio

72. FCDO Somalia is extensively engaged in the education sector in Somalia and works closely with the central programme – Girls Education Challenge Fund where FCDO with USAID

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<sup>11</sup> See FCDO Development Tracker for business case documents for the Better Lives programme: [DevTracker Programme](https://www.gov.uk/government/collections/devtracker-programme)  
[GB-GOV-1-300857 \(fcdogov.uk\)](https://www.gov.uk/government/collections/devtracker-programme)



Somalia fund the 7 years £40m Adolescent Girls' Education in Somalia (AGES) programme. This programme seeks to target marginalised girls who have either dropped out of school early or never attended with targeted basic literacy and numeracy teaching. This programme comes to an end in 2024, and there may be follow-on FCDO Somalia supported education and/or social norms programming.

73. At Annex A is a full summary of Projects and/or Implementing Partners under HARBS, Better Lives and the wider Social and Human Development Portfolio. This also includes an indicative sense of geographical coverage of projects and implementing partners, and which MEL Workstreams they are expected to be covered by across these projects

## Annex A – Current HARBS, Better Lives, and AGES partner mapping

Programme/P artner	Broad Activities	Planned start/end dates	Likely Geograph y	Coverage by MEL
<b>HARBS</b>				
ICRC with the Somalia Red Crescent	Multi-sector humanitarian and protection support	April 2023 – March 2028	Nation- wide	Not included in Workstream 1, 3 and 4. Will be invited to engage in portfolio wide learning Workstream 2.
Somalia Humanitarian Fund with UN and INGO/NGO partners	Multi-sector humanitarian and protection support	April 2023 – March 2028	Nation- wide	Not includes in Workstream 3. To explore pilot Third Party Monitoring (Workstream 1) and will be invited to engage in portfolio wide learning Workstream 2.
WFP with downstream partners	Support for cash- based humanitarian assistance and social safety net programming	April 2023 – March 2026	Focus on South- Central Somalia	Included in Workstream 1-4 and potential for evaluation and/or Operational Research on Social Protection under Workstream 3.
UNICEF with downstream partners	Support humanitarian child protection and GBV.	April 2023 – March 2026	Focus on South- Central Somalia	Included in Workstream 1-4, and potential for operational research in Workstream 3.
OCHA	Support for humanitarian coordination	April 2023 – March 2028	Nation- wide	Limited inclusion in Workstream 1 (VfM and results collation). Not included in Workstream 4. Will be invited to engage in portfolio wide learning (2).
INSO	Support to security information and advice to NGOs	April 2023 – March 2028	Nation- wide	Some inclusion in Workstream 1 (VfM, results collation). Will be invited to engagement in portfolio wide learning (2).
UN or NGO-led Consortium	Reduce vulnerability of displaced communities through durable solutions programming	April 2023 – March 2028	Focus on South- Central Somalia, but potentially wider coverage	Included in Workstream 1-4 and potential for evaluation and/or Operational Research
NGO-led Consortium	Support vulnerable rural communities to cope with shocks and stresses	April 2023 – March 2028	Focus on South- Central Somalia but potentially wider coverage	Included in Workstream 1-4 and potential for evaluation and/or Operational Research
UN Joint Project	Support to natural water resource management	April 2023 – March 2028	Focus on South- Central Somalia but potentially wider coverage	Included in Workstream 1-4 and potential for evaluation and/or Operational Research



Internal Risk Facility	Short-term, humanitarian grants to UN, NGO and/or Red Cross	Over the life of the programme	Nation-wide depending on the shock	Included in Workstreams 1-4 depending on the partner and/or duration of programming.
<b>Better Lives</b>				
UNICEF with downstream partners	Health and nutrition services against the Essential Package of Health Services, demand creation for services and health systems strengthening.	April 2023 – March 2026	Potentially Jubaland, Banadir, Galmadug, Puntland, Somaliland	Included in Workstream 1-4.
<b>AGES</b>				
Care with downstream partners	Basic numeracy and literacy support to highly marginalised girls.	Ongoing – 2024	Banadir, Jubaland, Hirshabelle, Southwest	Included in Workstream 2 and 3
<b>TBC</b>				
Depending on available budget there is potential for new social norms programming and/or wider human development programming over the life of this programme				

## Annex B – Relevant Programme Documents

### FCDO Programme Documents

- Better Lives Business Case and Logframe – [here](#).
- Project Completion Review of the Somali Health and Nutrition Programme (SHINE) – [here](#).
- Project Completion Review of the Somalia Humanitarian Assistance and Resilience Programme (Annex F)

### MESH II outputs

Key thematic briefs, reviews, value for money frameworks, and evaluations from the MESH II programme can be found [here](#).

## Annex C – Requirements for Inception Phase Evaluation Projects

### Evaluation of the Better Lives Programme

The supplier will commission a Theory-based evaluation for the Better Lives programme, through the Window. This evaluation is expected to cover service delivery, demand-creation and health system strengthening (likely to be health management information systems, procurement and supply chain management and human resources for health) components of the programme. The evaluation will need to propose a methodology which enables the testing of the programme wide Theory of Change (refined under output 3). The evaluation will be expected to explore the causal assumptions within the Theory of Change, and through contribution analysis explore whether outputs are leading to outcomes and a pathway to impact. It is expected that the evaluation will draw heavily on the quantitative baseline, midline, and endline data (output 6), partner monitoring data and reporting, and wider administrative data (e.g., DHIS, World Bank health centre survey). However, some limited additional independent qualitative data collection is expected for the evaluation (e.g., interviews with key stakeholders and community perception surveys). Evaluation questions and methodology will need to be refined before commissioning and finalised once an evaluation team is onboard. Initial proposed evaluation questions against the OECD DAC evaluation criteria are:

- Coherence: How coherent is the Better Lives programme? How do the components of Better Lives come together and complement each other? Effectiveness: Are the indicators selected able to glean areas that will effect change? Are there any emerging unanticipated effects? How are cross cutting themes including but not limited to gender-based violence (GBV) against women and girls, gender and power relations, human rights, psychosocial support, HIV/AIDS, and the environment incorporated into projects by implementing partners? Are the programme's desired changes (in line with the Theory of Change and overall objectives and goals) measurable and what tools are available to measure these? Are the causal assumptions as defined (and iterated) within the programme's Theory of Change valid? Coverage/relevance: How useful do beneficiaries find the activities in this programme, for example incentives administered to encourage frequent attendance of antenatal care services, nutrition support or delivery with skilled birth attendance at the facility?

### Project-level evaluation of the HARBS UN Natural Water Resource Management (NWRM) project

The supplier will be expected to commission a Theory-based evaluation of the NWRM project (£35m 2023-2028), through the Window. This project is expected to be delivered through a joint UN consortium and to focus on climate change adaptative natural water resource management. The evaluation will need to propose a methodology which enables the testing of the programme wide Theory of Change (refined under Output 3). The evaluation will be expected to explore the causal assumptions within the Theory of Change, and through contribution analysis explore whether outputs are leading to outcomes and a pathway to impact. The evaluation will be expected to conduct a quantitative baseline, midline and endline data collection, which will completed implementing partner monitoring data. This will be further complemented by more qualitative data collection by the evaluation. Evaluation questions and methodology will need to be refined before commissioning and finalised once an evaluation team is onboard. Initial proposed evaluation questions against the OECD DAC evaluation criteria are:

- Relevance: is the joint programme across UN partners doing the right interventions in the right places? Is the programme prioritising areas of highest climate risk?
- Coherence: How coherent is the Natural Water Resource Management project? How well have the UN partner components come together in the joint programme?
- Effectiveness: How effective, is the joint programme building the climate resilience of communities in relation to water resource management?
- Sustainability: how successful has the programme been at securing sustainability? What are the likely lasting benefits of the programme?

## Annex D – ICF KPI Indicator Methodology Summaries

See here for the full ICF KPI Indicator 1 guidance: [KPI 1: Number of people supported to better adapt to the effects of climate change as a result of ICF \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674449/KPI_1_-_Number_of_people_supported_to_better_adapt_to_the_effects_of_climate_change.pdf). A short summary is below:

### **ICF KPI 1: Number of people supported to better adapt to climate change**

1. Does all or part of the programme count as 'climate change adaptation' according to the rationale and definitions presented in the Methodology Note to be developed (referenced above)?
2. Review the inclusion and exclusion criteria to determine if all or some of the population supported by the programme should or should not be counted towards KPI 1.
3. Obtain data from project/programme level M&E.
4. Categorise the adaptation beneficiary population by whether they are 'targeted' and their 'intensity of support' to identify who is a direct beneficiary, who is an indirect beneficiary, and who should be excluded from being counted towards KPI 1.
5. If necessary, convert household data into total number of people.
6. Calculate pro-rata share where HMG only funded part of a programme (attribution).
7. Disaggregate data and report numbers.

For information – ICF KPI indicator reporting is normally by the 31<sup>st</sup> March every year.

## Appendix 1 of Call-down Contract (Terms of Reference)

### Schedule of Processing, Personal Data and Data Subjects

This schedule must be completed by the Parties in collaboration with each-other before the processing of Personal Data under the Contract.

The completed schedule must be agreed formally as part of the contract with FCDO and any changes to the content of this schedule must be agreed formally with FCDO under a Contract Variation.

Description	Details
<b>Identity of the Controller and Processor for each Category of Data Subject</b>	<p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the following status will apply to personal data under this Call-down Contract</p> <ol style="list-style-type: none"><li>1) The Parties acknowledge that Clause 33.2 and 33.4 (Section 2 of the contract) shall not apply for the purposes of the Data Protection Legislation as the <b>Parties are independent Controllers</b> in accordance with Clause 33.3 in respect of the following Personal Data:<ul style="list-style-type: none"><li>• Personal Data associated with staffing and recruitment for respective organisations</li></ul></li><li>2) <b>FCDO is the Controller and the Supplier is the Processor</b> in accordance with Clause 33 (Section 2 of the contract) of the following Personal Data:<ul style="list-style-type: none"><li>• Personal Data associated with Implementing Partners</li><li>• Personal Data associated with beneficiaries of Implementing Partners</li></ul></li><li>3) For the avoidance of doubt the Supplier shall provide <b>anonymised data</b> sets for the purposes of reporting on this project and so FCDO shall not be a Processor in respect of personal information as it does not constitute Personal Data.</li></ol>
<b>Subject matter of the processing</b>	<p>The project is to provide third party monitoring, evaluation and learning for FCDO in Somalia in relation to its humanitarian, resilience, health and nutrition programmes (Humanitarian Assistance and Resilience Building in Somalia and Better Lives). The HARBS and Better Lives programmes are implemented by Implementing Partners (IP).</p>
<b>Duration of the processing</b>	<p>Data processing will be required through the duration of the project.</p>
<b>Nature and purposes of the processing</b>	<p>The nature of processing will involve collection, recording, organising, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available alignment or combination, restriction, erasure or destruction of data.</p> <p>The purposes are for employment, contracting, recruitment, processing, statutory obligation, assessment, review, monitoring, learning, audit and evaluation.</p> <p>The Parties shall undertake a review of these data protection provisions on such date to be agreed after the inception phase (3 months)</p>
<b>Type of Personal Data [and Special Categories of Personal Data]</b>	<p>Primary data is that which is collected directly from the subject (e.g. PPMEI supplier directly interviewing beneficiaries). Secondary data is that where the data on the</p>

	<p>subject is obtained from another party (e.g. PPMEEL supplier collecting data on the beneficiaries from the IP).</p> <p>As a general rule the PPMEEL supplier will not obtain any personal identifiers for any secondary data unless there is any specific requirements. For example, the PPMEEL supplier may need the data on the beneficiaries or the implementing to draw the sample for the respondents that the PPMEEL supplier will be directly interviewing.</p> <p>The type of personal data including the Controller and Processor of each type are listed below.</p> <ul style="list-style-type: none"> <li>- Personal identifiers of the international and national consultants who will be working with the Supplier:</li> <li>- Primary data obtained by the Supplier from respondents contracted by the Implementing Partner IP (e.g, service providers):</li> <li>- Primary data obtained by Supplier from independent sources (e,g, community members, users)</li> <li>- Secondary data obtained by Supplier from services run by the implementing partners that has the personal data on the users (e.g. user records)</li> <li>- Secondary data obtained by Supplier from independent sources (e.g. government)</li> <li>- Secondary data obtained by the supplier from the implementing partners</li> </ul> <p>The data to be processed may include the following personal sensitive information:</p> <ul style="list-style-type: none"> <li>- Racial, ethnic or clan affiliation</li> <li>- Political opinions</li> <li>- Gender or sexual orientation</li> <li>- Religious beliefs or other beliefs of a similar nature</li> <li>- Physical or mental health condition</li> </ul> <p>Commission or alleged commission of any offence or any proceedings for any offence committed or alleged to have been committed by the individual.</p>
<b>Plan for return and destruction of the data once processing complete</b>	<p>There will be a 9-month close down period before the contract ends. Twelve (12) months before the end of the contract the supplier will submit an updated exit strategy to complete the assignment and close the project. This will include the handover of all technical and intellectual property. The supplier will be responsible for ensuring a plan for the handover of all key data sets and PPMEEL reports in an appropriate transferable format to FCDO and/or the destruction of data before the end of the programme.</p>

**Annex B**

**SCHEDULE OF PRICES**

1. It is a requirement that all invoices are presented in the format of the payment basis, and in the case of Fees and Expenses only those categories defined are separately identified. Only one invoice per period, as defined in the Framework Agreement Terms and Conditions of Section 2, Clause 22, should be submitted.

2. Milestone Payments

REDACTED

Payment will be made on satisfactory performance of the services, at the payment points defined below (schedule of payments):

- (i) at relevant points throughout the contract period.

At each payment point set criteria will be defined as part of the schedule of payments. Payment will be made if the criteria are met to the satisfaction of FCDO.

Schedule of Payments:

REDACTED