



Department
for Environment
Food & Rural Affairs



Foreign, Commonwealth
& Development Office



Section 4 Appendix A

CALLDOWN CONTRACT

Framework Agreement with: Social Development Direct

Framework Agreement for: IMDP

Framework Agreement Purchase Order Number: 8373

Call-down Contract For: DEFRA ODA Social Development Advisor

Contract Purchase Order Number: TBC

I refer to the following:

1. The above mentioned Framework Agreement dated **May 2019**;
2. Your proposal of **19th October 2022**

and I confirm that the Department for Environment, Food and Rural Affairs (DEFRA) 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 no later than **28th November 2022** ("the Start Date") and the Services shall be completed by **27th February 2023** ("the End Date") unless the Call-down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.
- 1.2 DEFRA may extend the Contract for a period of up to 3 months' by giving not less than 1 months' notice in writing to the Supplier prior to the End Date. The terms and conditions of the Contract shall apply throughout any such extended period.

2. Recipient

- 2.1 FCDO requires the Supplier to provide the Services to the **Department for Environment, Food and Rural Affairs** ("the Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed **£50,625.00** ("the Financial Limit") and is exclusive of any government tax, if applicable as detailed in Annex B.

4. Officials

DEFRA



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4.1 The Contract Officer is:

[REDACTED]

4.2 The Project Officer is:

[REDACTED]

Supplier

4.3 The Contract Officer is:

[REDACTED]

4.4 The Project Officer is:

[REDACTED]

5. Key Personnel

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

[REDACTED]
[REDACTED]
[REDACTED]

6. Reports

6.1 The Supplier shall submit project reports in accordance with the Specification at Annex A.

7. Duty of Care

7.1 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 His Majesty's Government accepts no responsibility for the health, safety and security of individuals or property whilst travelling.

I.1. All Supplier staff with access to DEFRA group sites and assets must be subject to Baseline Personnel Security Standard (BPSS). Any additional clearance is to be determined on a case by case basis by the Recipient in line with the requirements of the contract.

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 DEFRA 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;



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- 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 DEFRA is providing any specific security arrangements for Suppliers in relation to the Call-down Contract, these will be detailed in the Terms of Reference.
- V.1. For the avoidance of doubt, if other policies of the Recipient are referenced in the Conditions and Annexes, those policies will also apply to the Contract on the basis described therein.
- V.2. The Recipient may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that they have a conviction that is relevant to the nature of the Contract, relevant to the work of the Recipient, or is of a type otherwise advised by the Recipient (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.

8. Limitation of Liability

- 8.1 The Supplier's limit of liability shall be as provided for in Clause 35.2 of Section 2 (Standard Terms and Conditions).

9. Monitoring of Call-down Contract Performance

- 9.1 The Supplier shall comply with the performance monitoring conditions set out in Annex A.

10. Commercial Caveats

- 10.1 The following commercial caveats shall apply:
- Fees will only be paid for productive days or whilst travelling at DEFRA's request.
 - DEFRA will not pay for a day of rest following travel, either Overseas or in the UK.
 - DEFRA will only pay for security services which have been mutually agreed in advance and at cost.
 - DEFRA will not reimburse costs for normal tools of the trade (e.g. portable personal computers).



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- Rented accommodation should be used whenever possible and in particular for Long Term visits.
- Hotel accommodation should be compliant with the expenses policy and justified on the basis of Value for Money, with costs kept to a minimum.
- Receipts must be retained for all expenses.
- As detailed elsewhere in the tender documents, DEFRA will only pay for expenses e.g. travel, subsistence and accommodation at actual cost within the pre-agreed policy.

11. Call-down Contract Signature

- 11.1 Execution of the Call-down Contract is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract is formed on the date on which both Parties communicate acceptance of its terms on the Recipient's electronic contract management system ("Bravo").
- 11.2 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 via Bravo within 15 working days of the date of issue by DEFRA, DEFRA will be entitled, at its sole discretion, to declare this Call-down Contract void.



Annex A – Specification of Requirements
Specification of Requirements: Official Development Assistance (ODA) Social Development Advisor

Project_37178

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1. Introduction.

- 1.1. The Department for Environment Food and Rural Affairs (the “**Authority**”) is the UK Government department responsible for safeguarding our natural environment, supporting our world-leading food and farming industry, and sustaining a thriving rural economy.
- 1.2. The Authority supports the delivery of Her Majesty’s Government’s (“**HMG**”) international poverty reduction and sustainable development priorities through a breadth of international programming.
- 1.3. Defra's ODA hub requires Social Development and Gender advice to lead and drive strong attention to gender, indigenous and minority groups issues and monitoring across Defra's ODA portfolio.
- 1.4. Following the recent Spending Review (SR21), Defra has an expanding ODA portfolio (c.£500m over 3 years) with a range of programmes that seek to promote protection and restoration of ecosystems and natural assets as well as better integration of nature in economic decision-making in developing countries. It is critically important to ensure a strong voice, roles and outcomes for women, as well as of indigenous and other marginalised groups, in interventions to promote better management of nature in developing countries, given typically stronger links between nature and livelihoods of such groups in developing countries. This is also likely to increase the chances of success overall. As part of this, we need to ensure results and outcomes for women and indigenous or marginalised groups are being well targeted and monitored.
- 1.5. In addition, Defra needs social development advice to ensure it is applying robust safeguarding across its portfolio to prevent any abuse or exploitation from taking place through ODA programmes.
- 1.6. The Authority is seeking to appoint a Contractor to provide technical support to the ODA Hub on gender and social inclusion in Defra ODA programming and build knowledge and capability across ODA teams.

2. Aims.

- 2.1. This contract is for social development advisory expertise to strengthen the quality and impact of Defra's ODA portfolio. This will provide a specialist skillset that does not exist within Defra currently. Social development advisory skills are critical for providing expertise on wide ranging social development issues including gender, marginalised groups, do-no harm approaches to development, safeguarding and the impact of programming on beneficiaries.

This expertise is critical to support and inform the design and implementation of Defra’s programming, with new large-scale programmes under development. A core objective is to transfer knowledge and expertise to the ODA hub team and broader ODA teams.

3. Outputs.

- 3.1. The Contractor must produce the following outputs and deliver these to the Authority in line with the key delivery and milestone dates as outlined below.



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- Gender audit of ODA programmes detailing specific recommendations for each programme in a written report.
- Ongoing verbal and written advice to ODA teams on design, implementation and monitoring requirements for programmes with a clear audit trail on advice provided.
- Delivery of gender and social development thematic training to ODA programme teams
- Review and update Defra's gender and safeguarding guidance
- Provide input into social development aspects of monitoring and evaluation.
- Capability plan on gender and social development issues signposting training and resources.
- Final report with sections on gender audit and recommendation, capability plan and resource guide. The report will provide a recommendation on resourcing requirements for SD and gender expertise across the portfolio going forward.

All work to be completed by the contract's End Date (specified within Short Form terms and conditions). The report will be submitted 3 weeks ahead of the contract End Date to allow team review and recommendations to be discussed.

4. Scope.

- 4.1. The Contractor will work closely with the ODA Hub, International Climate and Biodiversity Directorate. The Contractor will support the ODA Hub by reviewing the portfolio needs, updating guidance and providing capability plan; provide ongoing support and advice to programme teams and delivery gender and social development specific training. Advice will also be sought on safeguarding guidance. The core areas and responsibilities will include:

ODA Capability

- Lead communities of practice, capability building and lesson sharing across Defra's ODA network on relevant gender and social development issues (minimum of 3 learning sessions and individual team sessions based on capability needs)
- Inform and develop a capability plan for ODA staff on gender and social development learning and resources.

Provide guidance, support and build capability and resources of ODA Hub

- Work to upskill ODA hub members in areas of safeguarding, gender and inclusion.
- Conduct a gender audit of Defra ODA programming with recommendations to improve inclusion in programme design and implementation. This will help us to assess whether a permanent resource is needed on gender and inclusion within the hub and to develop a job description if required.
- Deliver defined advice products (see section 3 above) to improve quality of ODA programming in specific areas: gender, safeguarding and inclusion.
- Update and enhance Defra's guidance on gender and ODA programming and complete gender training sessions.
- Review, advise and enhance Defra's ODA safeguarding guidance and deliver training as needed.



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- Address priority issues on safeguarding and provide recommendations on improvements of embedding robust safeguarding practice being applied across Defra's ODA portfolio.

Support and advice to ODA programming teams

- Provide advice to new Defra ODA programmes in design and implementation including: business case design, due diligence, funding arrangements language on gender, social development issues and safeguarding.
- Engage with programme leads and relevant stakeholders across Defra's ODA portfolio in proportionate and targeted ways to strengthen approaches to women and girls and indigenous groups within programmes, both in design and ongoing implementation.
- Work with results advisors and teams working on Annual Reviews and robust programme reporting to ensure results and outcomes for women and indigenous groups (and other marginalised groups) are well targeted and monitored.
- As appropriate, help design, lead and participate in evaluations and Annual Reviews of Defra ODA programmes (or sets of programmes) from a gender and social development perspective.
- Ensure gender and indigenous rights issues are well reflected in overall results, monitoring and risk management across Defra's ODA portfolio
- Provide ad-hoc support and advice to programme teams with specific gender, inclusion and safeguarding issues
- Join advisory boards of our existing programmes to review proposals and encourage a stronger focus on gender, inclusion and safeguarding.

5. Expertise required.

- Specialist technical advice on social development (including gender) in international development
- 10+ years of direct experience working on development programmes ideally in the areas of livelihoods, climate, nature, and/or agriculture
- Practicable knowledge and implementation of HMG policies. High quality technical advice provided as per this Specification must be informed by a solid understanding of how HMG delivers development assistance.
- Gender expertise and an understanding of safeguarding in overseas development programming.
- Experience of providing structured learning and building capability of teams.
- Substantive overseas development experience and experience of working with a range of relevant stakeholders in a wide variety of country and programming contexts.
- Availability to travel to a Defra London office (Nobel House or 2 Marsham St) to work with ODA teams at least once a week. Additional travel to other Defra offices will be required on an ad-hoc basis as requested by the Contract Manager.
- Baseline Personnel Security Standard minimum clearance required, with Security Check (SC) clearance preferred.

6. Milestones and delivery timeline.

- 6.1. The Contractor must produce the above outputs (section 3) and deliver these to the Authority in line with the dates as outlined below.

Milestone	Deliverable	Deadline



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1.	Weekly meetings with ODA Hub G6 and agree workplan	Week 1 of contract and weekly thereafter.
2.	Gender and Social Development audit of ODA programming with recommendations	To complete by the end of the first calendar month of the contract.
3.	Review and update gender & social development guidance including developing capability plan and resources available to teams	To complete by the end of the second calendar month of the contract.
4.	Provide advice on safeguarding guidance and specific programme issues including areas of strengthening. This must be summarised in a final written report.	To complete by the end of the second calendar month of the contract.
5.	Deliver at least 3 learning and training sessions on Gender, social development, inclusion	Minimum of 1 per month plus specific sessions with ODA teams depending on their needs and requirements
6.	Ad-hoc support and advice to programme teams with recommendations documented via an Activity Tracker.	Ongoing basis
7.	Final report detailing recommendations and findings, audit, capability plan and future resourcing needs. This must include a Job Description for an in-house full-time Social Development Advisor.	To be completed 3 weeks prior to the contract's End Date for the Authority to review. Amendments may be requested by the Authority that the Contractor must fulfil before the contract's End Date.

7. Financial arrangement.

7.1. Payment will be made by the Authority to the Contractor on completion of milestones as follows:

- 7.1.1. On completion of milestone 2 (audit): 20% of total payment
- 7.1.2. On completion of milestones 3 (capability plan) and 4 (guidance report): 40% of total payment
- 7.1.3. On completion of all milestones by the contract's End Date: 40% of total payment



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- 7.2. Completion of milestones must be agreed in writing by the Authority before payment can be issued.

Defined terms within this Annex:

E-Invoicing: Means invoices created on or submitted to the Recipient via the electronic marketplace service.

Electronic Invoice: Means an invoice (generally in PDF file format) issued by the Supplier and received by the Recipient using electronic means, generally email

1. HOW CHARGES ARE CALCULATED

1.1 The Charges:

1.1.1 shall be calculated in accordance with the terms of this Annex; and

1.1.2 cannot be increased except as specifically permitted by this Annex.

1.2 Any variation to the Charges payable under the Contract must be agreed between the Supplier and the Recipient and implemented using the procedure set out in this Annex.



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2. RATES AND PRICES



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	Ratecard (by day)			Number of staff days		
	Entry	Standard	Advanced	Entry	Standard	Advanced
International Ceiling Day Rate (£ sterling)						
Job Family						
Programme Leadership						
Programme Management						
Technical Advisory/Expert - Jillian Popkins - HMG ODA Lead			£ [REDACTED]			[REDACTED]
Technical Advisory/Expert - Rebekah Martin - Technical Specialist Gender and Social		£ [REDACTED]			[REDACTED]	
Technical Advisory/Expert - Anna Gawn - Technical Expert Safeguarding			£ [REDACTED]			[REDACTED]
Support and Administration						
Regional Ceiling Day Rate Card (£sterling)						
Job Family						
Programme Leadership						
Programme Management						
Technical Advisory/Expert						
Support and Administration						
National Ceiling Day Rate Card (£sterling)						
Job Family						
Programme Leadership						
Programme Management						
Technical Advisory/Expert						
Support and Administration						

Total staff costs £ 50,625.00

Other costs* £ -

TOTAL CONTRACT PRICE £ 50,625.00

*Other costs must be detailed by line item in a separate sheet

Travel and subsistence must be included in the total contract price and must meet Defra Travel & Subsistence Policy

*No Other costs detailed.

3. CURRENCY

All Supplier invoices shall be expressed in sterling or such other currency as shall be permitted by the Recipient in writing.

4. VARIATIONS

The Recipient may make reasonable changes to its invoicing requirements during the Term after providing 30 calendar days written notice to the Supplier.

5. ELECTRONIC INVOICING

5.1 The Recipient shall accept for processing any electronic invoice that it is valid, undisputed and complies with the requirements of the Recipient's e-invoicing system:

- 5.1.1 Within 10 Working Days of receipt of the Supplier's countersigned copy of this Contract, the Recipient will send the Supplier a unique PO Number. The Supplier must be in receipt of a valid PO Number before submitting an invoice.
- 5.1.2 To avoid delay in payment it is important that the invoice is compliant with this Annex. Non-compliant invoices will be sent back to the Supplier, which may lead to a delay in payment.
- 5.1.3 If you have a query regarding an outstanding payment please contact the Recipient's Contract Officer(s).

5.2 The Supplier shall ensure that each invoice is submitted in a PDF format and contains the following information:

- 5.2.1 the date of the invoice;
- 5.2.2 a unique invoice number;
- 5.2.3 the period to which the relevant Charge(s) relate;
- 5.2.4 the correct reference for the Contract
- 5.2.5 a valid Purchase Order Number;
- 5.2.6 the dates between which the Deliverables subject of each of the Charges detailed on the invoice were performed;
- 5.2.7 a description of the Deliverables;
- 5.2.8 the pricing mechanism used to calculate the Charges (such as fixed price, time and materials);
- 5.2.9 any payments due in respect of achievement of a milestone, including confirmation that milestone has been achieved by the Recipient's Contract Officer;
- 5.2.10 the total Charges gross and net of any applicable deductions and, separately, the amount of any reimbursable expenses properly chargeable to the Recipient under the



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terms of this Contract, and, separately, any VAT or other sales tax payable in respect of each of the same, charged at the prevailing rate;

5.2.11 a contact name and telephone number of a responsible person in the Supplier's finance department and/or contract manager in the event of administrative queries; and

5.2.12 the banking details for payment to the Supplier via electronic transfer of funds (i.e. name and address of bank, sort code, account name and number);

5.3 The Supplier shall submit all invoices and any requested supporting documentation through the Recipient's e-invoicing system or if that is not possible to: Shared Services Connected Ltd, PO Box 790, Newport, Gwent, NP10 8FZ with a copy (again including any supporting documentation) to such other person and at such place as the Recipient may notify to the Supplier from time to time.

5.4 Invoices submitted electronically will not be processed if:

5.4.1 The electronic submission exceeds 4mb in size

5.4.2 Is not submitted in a PDF formatted document

5.4.3 Multiple invoices are submitted in one PDF formatted document

5.4.4 The formatted PDF is "Password Protected"