

CALLDOWN CONTRACT

Framework Agreement with: Oxford Policy Management (OPM)

Framework Agreement for: Global Evaluation Framework Agreement

Framework Agreement Purchase Order Number: PO 7448

Call-down Contract For: Monitoring, Evaluation and Learning Support for Asia Regional Resilience to a Changing Climate (ARRCC) Programme

Contract Purchase Order Number: PO 8407

I refer to the following:

1. The above mentioned Framework Agreement dated 12 September 2016;
2. Your proposal of 23rd November 2018

and I confirm that DFID 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 17 January 2019 ("the Start Date") and the Services shall be completed by 31st August 2022 ("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 DFID requires the Supplier to provide the Services to the DFID programme teams and advisors including the Asia Regional Team and identified stakeholders as per Terms of Reference. ("the Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed £351,975.00 ("the Financial Limit") and is exclusive of any government tax, if applicable as detailed in Annex B. **OR**

When Payments shall be made on a 'Milestone Payment Basis' the following Clause 28.1 shall be substituted for Clause 28.1 of the Framework Agreement.

28. Milestone Payment Basis

- 28.1 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 DFID.

4. DFID Officials

4.2 The Contract Officer is:

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

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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

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 DFID 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 DFID 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 DFID, DFID will be entitled, at its sole discretion, to declare this Call-down Contract void.



For and on behalf of

**The Secretary of State for
International Development**

Name:

Position:

Signature:

Date:

For and on behalf of

Oxford Policy Management Limited

Name:

Position:

Signature:

Date:

Terms of Reference

Monitoring, Evaluation and Learning Support for Asia Regional Resilience to a Changing Climate (ARRCC) Programme

1. Introduction

DFID's Asia Regional Team is seeking Monitoring, Evaluation and Learning (MEL) support for the **Asia Regional Resilience to a Changing Climate (ARRCC)** programme to analyse performance throughout the lifetime of the programme against the theory of change and identify key lessons that can support programme delivery.

2. Background

The ARRCC programme is a four year programme to help vulnerable people in Asia (focusing on South Asia) covering Pakistan, Afghanistan, Nepal, Bangladesh, India and Myanmar to become more resilient to the impacts of a changing climate and protect economic growth. The UK will provide up to £23.5m through the UK Met Office, World Bank and activities directly executed by DFID.

Conservative estimates indicate this investment could benefit up to 8.3 million people and provide around £780 million in economic benefits (2018-30) by building resilience to current and future climate impacts through delivering:

- Greater access to higher quality forecasts and climate projections to national and regional bodies so they can better plan for current and future impacts;
- New technology and innovative approaches to deliver climate warnings and forecasts to the most vulnerable groups;
- Improved seasonal forecasting and advice services for vital sectors such as agriculture,
- Accelerated regional cooperation to build climate resilience through greater collaboration on data generation and sharing, strengthening institutions capacity, and increasing access to international climate finance.

The programme will be operational from 1 September 2018 and delivered primarily through the UK Met Office and The World Bank (implementing partners). While the implementing partners will carry out monitoring of their activities against agreed results frameworks, it is necessary to bring these together and supplement with additional MEL activities in order to gather evidence of the ARRCC programme achievements overall.

3. Purpose

The purpose of this work is to support learning and aid decision making in the ARRCC programme over its lifetime through developing and implementing a MEL framework that supplements the MEL activities being carried out by the implementing partners.

The contract would be issued with a break clause as detailed out in clause 13 below. The overall budget for the Monitoring, evaluation and learning should not exceed more than £351,975.00, including all applicable taxes. The expected duration of the contract is from 17th January 2019 until 31st August 2022. DFID reserves the right to extend this programme up to an additional 24 months and to the value of £900k, depending on budget and requirement. This will be linked to any variation of the overarching agreement.

4. Scope of Work

To develop and deliver a monitoring, evaluation and learning (MEL) framework for the ARRCC programme. This framework should include the following activities:

- I. Develop and expand the current programme Theory of Change (TOC); review and update this over the course of the programme;
- II. Based on revised TOC make necessary improvements to the existing results framework. This may include changes to the logframe, incorporation of International Climate Finance (ICF) indicators and methodologies identifying appropriate data sources to ensure that the right information is being generated to assess progress, reviewing or developing methodologies for calculating milestones.
- III. Advise, and provide support where needed to implementing partners to ensure consistency across their results frameworks and programme logframe.
- IV. Devise and carry out targeted evaluation activities to support decision making for the programme. These will be carried out over years 2-4 of the programme. It will include testing parts of the theory of change, especially areas where evidence is weakest, gathering feedback from beneficiaries or collating additional evidence on impacts. It is expected that the supplier will define these activities as part of this package of advice and support.
- V. Identify and collect data to support programme monitoring or evaluation and which are not being collected by implementing partners. If necessary, this will include baseline data collection.
- VI. Develop a value for money (VFM) framework and indicators.
- VII. Feed into the ARRCC Annual reviews by providing summative monitoring which will pull together the evidence from all the key partners to produce regular progress reports, including setting up baselines and filling gaps where required.
- VIII. Design a communication plan to disseminate key MEL findings beyond the immediate audience of DFID and implementing partners, this could include results stories, case studies, and new M&E approaches in this field.
- IX. Conduct an evaluability assessment for the end of programme evaluation (a final decision on whether a full end of programme evaluation is to be carried out will be made by DFID during programme implementation. If carried out it will be conducted by another provider to prevent any probable conflict of Interest (COI))
- X. Clear delineation of responsibilities for the supplier, DFID and ARRCC implementing partners in the implementation of the M&E framework.
- XI. Agreed process for regular monitoring reports to feed into Annual Reviews and quarterly progress reviews.

The theory of change will be crucial to the overall monitoring and evaluation. It will provide detail on the key mechanisms that change is expected to be delivered by as well as the underlying programme assumptions. The theory of change will help to direct the areas of the programme that monitoring and evaluation should focus on and will be the basis for identifying data needs and developing evaluation questions. These areas could include:

- a) Technical support and capacity building so national and regional bodies can access and use higher quality information to better plan for extreme events.
- b) Technical support and capacity building so improved seasonal forecasting and advice services are available to vital sectors such as agriculture.
- c) Technical support and capacity building to provide tailored information to allow governments and other actors to understand articulate and plan for future climate risks.

- d) Challenge Fund New technology and innovative approaches to deliver climate warnings and forecasts to the most vulnerable groups
- e) Strategic Investments to drive regional cooperation and scale of impact on climate and broader environmental resilience

5. Recipient

The main recipient for this work is DFID (as well as the ARRCC implementing partners). Outputs, such as evaluation and results reports will be communicated to a range of stakeholders, including:

- I. DFID programme teams and advisors including the Asia Regional Team
- II. ARRCC implementing partners UK Met office & World Bank
- III. Colleagues within other departments in DFID and across Her Majesty's Government (HMG)
- IV. The governments in the region.
- V. International organisations and civil society in the region and beyond that work on climate change and resilience

DFID's policy is to make its evaluations available for public dissemination. However, it is recognised that on occasion there can be highly sensitive material that cannot be made public. Thus, a decision about what can be published / disseminated will be taken after consultation with the SRO and senior management.

6. Methodology

- I. The suppliers will submit an inception report to DFID which sets out a clear and detailed M&E framework no later than 3 months after the contract has been signed. The suppliers must share in their inception report concrete sampling strategy and data collection tools. Once the framework has been approved through consultation, the suppliers will implement the framework.
- II. The framework should report on gender and be in compliance with the UK's 2014 International Development (Gender Equality) Act and Disability Act. Women and girls are disproportionately affected by the impacts of climate change and gender inequality remains a key obstacle to poverty reduction. Consequently, it is important that the approaches, methodologies, data and outputs are designed to capture gender impacts, provide understanding about the roles of women and girls in the programmes and capture lessons learned about how to improve the delivery and impact for women and girls. During the inception phase it will also be necessary to consider the impact on other vulnerable groups (e.g. those with disabilities) and agree which vulnerable groups M&E work will focus on. Further analysis may be included in a baseline study.
- III. Data from implementing partners will be available. It is expected that the supplier will identify key data sources in the monitoring and evaluation framework and provide a view as to the quality and credibility of data sources. Where possible identifying areas where there is scope for comparison/ control groups.
- IV. The supplier will ensure that all information related to beneficiaries is kept confidential, in accordance with good data management practices. And they will ensure that their findings are quality assured.
- V. DFID and Other Government Departments (OGD) will have unlimited access to the material produced by the supplier (as expressed in DFID's general conditions of contract).
- VI. The supplier is expected to take into account the work by other relevant actors & programmes in this field such as Regional Integrated Multi-Hazard Early Warning System (RIMES), International Centre for Integrated Mountain Development

(ICIMOD), Weather and Climate Information Services for Africa (WISER) to support evaluation activities and avoid duplication.

7. Key deliverables

The following deliverables are expected, and will be confirmed during the inception phase:

- I. An inception report is required no later than 3 months after the contract is signed that details how the suppliers will deliver the M&E framework in consultation with DFID and partners. It will include the details as set out in the scope of Work (Clause 4) and methodology (Clause 6)
- II. Reporting on M&E service delivery –
 - a) In the first year, once the Inception Report has been approved, the suppliers will submit brief monthly reports during their monthly meetings with ART on their progress. It is anticipated by the second year these reports will have moved to a quarterly basis if the M&E service delivery is progressing smoothly.
 - b) Annual reports summarising progress in each year will also be submitted and cover all aspects of the M&E services being provided. (Suppliers Service Delivery)
- III. Progress reports overall of ARRCC programme – The timing of these reports will need to be agreed so they feed into the annual review process. A final progress report to support DFID's Project Completion Report (PCR) will be required for the whole implementation period of ARRCC in the final year.
- IV. Communication outputs to disseminate key MEL findings, such as Case studies that are representative of the evidence generated and help demonstrate what the programme is delivering.
- V. Any monitoring or data collection deemed necessary in the monitoring and evaluation strategy which is not collected by implementing partners.
- VI. Evaluation activities conducted as agreed in inception report

8. Implementation Requirements

Team Structure/ Skills and qualification

It has been identified that this programme will require the involvement of a mix of international, national and local suppliers in order to meet the skill set and expertise needed, to provide of monitoring and evaluation services stipulated in these ToRs. The lead supplier must demonstrate an understanding and ability to manage any sensitivity arising from using suppliers from within the region in different ARRCC countries.

It is essential that the supplier demonstrates a team, which contains the following expertise (but not be solely limited to):

- I. A balance of skills for monitoring and evaluating complex programmes that includes monitoring frameworks, summative monitoring, and evaluation (expertise and experience in designing, managing and leading process evaluations, relevant methods and approaches including mix of qualitative/quantitative).
- II. Relevant experience of developing monitoring and evaluation frameworks and indicators for (a) transboundary/multi-country projects, and (b) in adaptation or climate information services.
- III. Skills in VFM analysis and reviews, and economic analysis as applied to M&E.
- IV. Demonstrable experience and familiarity of working with DFID's M&E systems including log frames, theories of change and results frameworks.
- V. Experience in advising a range of actors and supporting them in building their capacity on M&E.
- VI. Experience in gender, disability, social and poverty analysis.

- VII. A track record of working with local partners and data collection in South Asia.

9. Constraints & Dependencies

There are multiple issues that could constrain the monitoring & evaluation. While the list below is not exhaustive, all suppliers will have to demonstrate their ability to manage them:

- I. The proposal should include a risk register setting out mitigation measures against the five areas of risk: External Context, Safeguards, Fiduciary risk, Delivery risk, operational risk and reputational risk.
- II. Additionally, the supplier should consider the fact that some of the information they glean may be politically sensitive and mention the measures they will take to mitigate this.
- III. The Supplier will be provided with the information detailed under 'existing information sources'. DFID will facilitate contacts for the Supplier with other stakeholders and provide support where appropriate.
- IV. The supplier would be dependent on Met office and World Bank for relevant data information for this programme
- V. The supplier is required to identify which primary data it needs to collect and which target beneficiary groups to be included. These might change over the lifetime of the programme.

10. Budgeting

- i. The total Budget of both fee rates and project expenses should not exceed more than £351,975.00 including all applicable taxes.
- ii. The M&E experts must be self-supporting and responsible for their own activities. They should not rely on ART or the DFID Country Offices to provide facilities, logistical or administrative support. ART and the relevant DFID Country Offices can provide letters to support visa applications on request, if required.
- iii. The bids submitted should include all costs relating to designing and implementing the work including Duty of Care (Clause 17)

11. Contract Payment Structure

DFID's preferred method is to link payments to milestones (payment by results). Suppliers should propose a payment plan using payments by results linked to programme outputs that incentivises the achievement of results and value for money. Suppliers are expected to:

- i. Demonstrate how they will maximise VFM while minimising administrative and supplier costs.
- ii. Propose a payment plan based on outputs achieved, which will be subject to negotiation.
- iii. Use public sector rates for travel and subsistence as relevant to each country.
- iv. The Supplier will be responsible for their logistical arrangements including in-country transport, office space, translation and other logistical support. The Supplier will also be required to cover the duty of care (see below for more details) for all members of the evaluation team. All relevant expenses should be covered by the evaluation contract budget
- v. The suppliers will provide reports on their progress with audited accounts each year.
- vi. Invoices requesting payment against deliverables in line with an agreed payment schedule.

12. Access

DFID will have access to all the material produced by the supplier.

13. Timeframe

- I. Contract Period - The MEL supplier is expected to be contracted approximately by Dec 2018 with a start date in Jan 2019 to be completed by Aug 2022.
- II. Break clauses - If DFID holds the Inception Report to be satisfactory, it will confirm the full contract and move to implementation phase. There will be a break clause in the contract as per the following stages:
 - a. At the end of the inception period (3 months) i.e. 15th Apr. 2019
 - b. After one year of implementation phase (i.e. after 15 months) i.e. 15th Apr. 2020
 - c. After 30 months of the date of signing of contract i.e. July 2021
- II. Scale-up/back - DFID reserves the right to scale-up or scale back the contract to respond to changing requirements.
- III. Extension - DFID reserves the right to extend the contract as necessary due to unforeseen circumstances or where the ARRC programme is extended.

14. Reporting

- I. The suppliers will report to the ARRC Senior Responsible Owner (SRO) and the Senior Programme Manager (SPM) & Programme Manager (PM). The SRO and Senior Programme Manager will have responsibility for programmatic oversight of the commission, and the Deputy Programme Manager will manage the contract administration and payments. They will liaise with the Results & Evidence Lead for MEL activities.
- II. The supplier is expected to report at three levels, in addition to producing the specified deliverables outlined in the Terms of Reference:
 - a) Monthly management reports for the DFID group detailing day to day programme delivery progress, financial forecasting and issues requiring management team reporting;
 - b) Six monthly reports focused on ARRC programme delivery/outputs
 - c) Annual reports timed to inform DFID's annual review process, with a focus on overall ARRC progress against agreed outcomes and impacts.

15. Risk assessment

Suppliers should set out an assessment of the main risks and obstacles to the successful completion of the project (including availability of staff/expertise) and to outline the mitigation strategies they will take to address these risks. During the project, the lead organisation will be expected to create and maintain a risk register for the project.

16. Duty of Care

- I. The Supplier is responsible for the safety and well-being of their Personnel and Third Parties affected by their activities under this Contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
 - a) DFID will share available information with the Supplier on security status and developments in-country where appropriate. DFID will provide the following:
 - b) A copy of the DFID visitor notes (and a further copy each time these are updated), which the Supplier may use to brief their Personnel on arrival.

- II. The Supplier is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this Contract and ensuring that their Personnel register and receive briefing as outlined above. Travel advice is also available on the FCO website and the Supplier must ensure they (and their Personnel) are up to date with the latest position. Please refer to the “Annex 1” attached below

17. Quality Standards/Performance Requirements

- I. Quality assurance and approval will be provided by an evaluation advisory group which includes the DFID programme SRO, programme manager and Asia Regional team evaluation advisor. The advisory group will be supported through DFID’s standard Quality Assurance procedures (EQUALs). Evaluation documents will be quality assured (e.g. terms of reference, final reports).
- II. DFID adheres to the DAC Quality Standards for Development Evaluation and suppliers will be required to demonstrate that their proposed approach matches those standards. Evaluative work must be set against DAC evaluation criteria, although other approaches can be recommended.
- III. Suppliers will also be expected to adhere to DFID’s Ethics Principles for Research and Evaluation outlined in “Annex 2”.

Other requirements

18. Security

The contractor will be responsible for ensuring that the data and information generated during the implementation of the contract is held securely. The supplier must seek approval from the contract manager before making any information publicly available.

19. Standards

The Supplier is responsible for ensuring full compliance with all relevant EU/UK standards and regulations. This includes strict adherence to UK anti-corruption law.

20. Performance requirements

The supplier is responsible for the delivery of all outputs to the required quality, as set out in the agreed work-plans for each phase of the contract. The supplier is also responsible for notifying the management team of any constraints to delivery and recommending options to overcome them. In addition, the supplier is also responsible for recommending improvements to the programme to maximize the impact and value for money obtained under the contract.

21. End of Contract Activities

Three (3) months before the expiry date of the contract i.e. not later than 31st May 2022 the supplier will prepare for DFID Asia Regional Team approval a draft Exit Plan which shall include:

- I. Addresses any material items that are necessary or desirable for the continued co-operation of the UK Government with DFID Team after the contract ends;
- II. The supplier’s plans on co-operating to ensure the smooth transfer of responsibilities from the supplier to any persons or organisation taking over such responsibilities after the contract ends;
- III. The supplier’s plan to deliver to DFID (if requested or as otherwise directed by DFID) prior to the contract end date (or termination of the contract), any finished work or, unfinished materials or work-in-progress which relate to the contract;
- IV. The supplier’s plans to provide DFID before the contract ends a summary of the status and

next steps in relation to any on-going projects or other material and unfinished activities being conducted or monitored by the supplier;

V. The return by the supplier of all Confidential Information to DFID before the contract end date;

VI. Allows for a period of up to sixty (60) days after the contract end date (or, termination date) for the exit process to be properly implemented

22. Aid Transparency

DFID requires suppliers receiving and managing funds to release open data on how this money is spent, in a common, standard, re-usable format and to require this level of information from immediate sub-contractors, sub-agencies and partners.

Accordingly, but not limited to, the supplier is required to develop and submit copies of its supply chain (sub-contractors) invoices and evidence of payment when invoicing DFID for its actual Procurement of Local Services Costs and applicable Management Fee. Delivery chain from successful bidder is required after the contract is awarded.

It is a contractual requirement for all suppliers to comply with this, and to ensure they have the appropriate tools to enable routine financial reporting, publishing of accurate data and providing evidence of this to DFID. Further IATI information is available from:

<http://www.aidtransparency.net/>

23. Do No Harm

DFID requires assurances regarding protection from violence, exploitation and abuse through involvement, directly or indirectly, with DFID 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.

- The programme is targeting a highly sensitive area of work. The Supplier must demonstrate a sound understanding of the ethics in working in this area 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 DFID;
- A commitment to the ethical design and delivery of evaluations including the duty of care to informants, other programme stakeholders and their own staff must be demonstrated.
- DFID does not envisage the necessity to conduct any environmental impact assessment for the implementation of the Issue based programme. However, it is important to adhere to principles of "Do No Harm" to the environment.

24. Relevant documents

DFID documents on ARRCC:

- Annex A - DFID Logframe with Business Case
- Annex B - Business case approved in 2018 (includes Theory of Change)