

CALLDOWN CONTRACT

Framework Agreement with: IMC Worldwide Ltd

Framework Agreement for: Expert Advisory Call Down Service Lot C

Framework Agreement Purchase Order Number: PO 7468

Call-down Contract For: Frontier Technologies: Livestreaming, Futures and Fore sighting

Contract Purchase Order Number: PO 8509

I refer to the following:

1. The above-mentioned Framework Agreement dated 29th September 2016;
2. Your proposal of 22nd March 2019

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 **15th May 2019** ("the Start Date") and the Services shall be completed by **14th November 2020** ("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 ("the Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed £1,460,974.38 ("the Financial Limit") and is exclusive of any government tax, if applicable as detailed in Annex B.

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. 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 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. DFID Officials

4.1 The Project Officer is: [REDACTED], Policy & Research, [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 DFID's prior written consent:

- [REDACTED] Frontier Tech Hub Team Leader
- [REDACTED], Deputy Team Leader

6. Reports

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

7. Additional Document

- IMC technical proposal dated 22nd March 2019

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
IMC Worldwide Ltd

Name:
Position:
Signature:
Date:

Terms of Reference

Frontier Technologies: Livestreaming, Futures and Foresighting

1. Background

- 1.1 Frontier technologies for international development are new or emerging innovations that have the potential to impact on economic, social and political activities in ways that can drive widespread changes and positive impacts on development goals. The Frontier Technology Review process commissioned by DFID in early 2016 highlighted a range of technologies and approaches which are emerging at pace and which represent new opportunities to achieve development objectives, while at the same time shifting the mindset, skills base, culture, structure and strategy of the organisation.
- 1.2 While harnessing frontier technologies holds significant potential to deliver positive development impact for DFID programmes, a number of issues make it challenging for the organisation to more engage more systematically with, and channel the benefits of latest frontier technology innovations towards, its objectives. These include a shortage of technology skills in-house; the absence of a funding mechanism to internalise and mainstream innovations into wider DFID programming; and a lack of DFID Adviser time for “non-core” activities.
- 1.3 The Frontier Technology Review process in 2016 also highlighted that an organisation-wide approach emphasising mainstreaming frontier technologies, integrated with DFID’s core business, could have important benefits for the organisation. It could enable DFID staff to access and engage the skills and technologies they do not currently have to further programme objectives as well as potentially to break new ground bringing Frontier Technologies closer to developing country markets. This process also exposed substantial latent demand amongst DFID staff to engage with innovative technologies they consider relevant for their work.
- 1.4 Following from these conclusions, DFID launched Frontier Technology Livestreaming (FTL) within the Ideas to Impact (i2i) programme in October 2016 to build DFID’s capacity to engage across the board with innovative technologies, generate in-field experience and evidence on the use of Frontier Technologies in DFID priority applications, and strengthen the ecosystem of innovators working on development applications of new technologies. It has accomplished this primarily through supporting in-field pilots based on applications sourced from DFID Advisers through open calls. To date, FTL has received 44 applications and supported 18 frontier technology pilots applying 14 frontier technologies.
- 1.5 FTL has also received requests to support DFID Country Offices to engage more deeply with digital and frontier technologies and their ecosystems in their own country contexts to increase understanding of the development impact as well as potential harm that such technologies can deliver. In response to this, FTL launched its first FT Futures engagement with DFID Bangladesh which included remote consultation, a week of activities in-country, and the development of a roadmap for the CO to engage further with frontier technologies.

1.6 The programme also responded to internal DFID demand to examine the potential for the organisation to engage more widely both with assistive technologies and with technologies strengthening the link between finance and measurement. FTL has supported both of these through consultative Frontier Technology Foresighting studies delivered by specialist organisations.

2 Objective

2.1 The primary objective of this EACDS FTL assignment is to support a round of 8 new FTL pilots, conduct 3 FT Futures CO engagements, and deliver multiple FT Foresighting studies (number/size to be agreed on basis of need). These studies are responsive to needs and opportunities, the FT Hub help define the ToR with a DFID lead, then a mini-competition is run by the Hub to appoint a supplier which they then contract and manage. Both those decisions are taken in the investment committee referenced below.

2.2 Frontier Technologies aims to achieve the following outcomes:

- Improved availability of evidence, data and experience with a range of Frontier Technologies in developing country applications (with a focus on open data wherever possible).
- Increased awareness and technology literacy amongst DFID staff, and improved developing country application experience amongst leading frontier technologists.
- Number and scale of DFID and other development agency take-up of Frontier Technologies in mainstream programming, influenced by supported pilots or analysis.
- Cost reductions and availability and performance improvements in a range of Frontier Technology offers in developing countries, based on learning curve effects.
- Matching public and private investment leveraged by DFID support.

2.3 The anticipated impacts of Frontier Technologies is to:

- Provide access to essential goods and services that would otherwise be unavailable due to physical, social or economic constraints.
- Reach remote or excluded populations with new services.
- Bring a range of household and other assets into the market economy.
- Reduce the transaction costs of key market, public and social activities.
- Generate and manage data in new and innovative ways.
- Catalyse new collaborative business models facilitated by digital platforms and technologies.
- Generate new sources of income and welfare.

3 Recipient

3.1 The recipient of the services is the Research and Evidence Division (RED) and the Emerging Policy Innovation and Capability (EPIC) departments of DFID.

4 Scope of Work

4.1 The scope of work of the assignment will include, but not be limited to, the following:

- Support an additional 8 Frontier Technology pilots expected to be selected in February 2019 by providing them with strategic support in accordance with the FTL agile delivery methodology, matchmaking them with the required specialist technology expertise, overseeing the disbursement of approximately £100,000 to each pilot, and undertaking related research and learning activities.
- Provide an additional 12 months of FT Futures support, including delivering an additional 3 additional Country Office and Central Department Futures engagements building on the Bangladesh Pilot, these next 3 will be using an updated offer and package of activities post the Bangladesh experience, while also responding to the needs/context of the next set of offices.
- Design, compete and contract a number of Foresighting studies of size and duration to be agreed, in responsive mode with the agreement of the DFID leads via the Frontier Tech Investment Committee.

5 Deliverables

It is anticipated that the following deliverables would be produced as part of this programme, and these will be monitored, refined and agreed as required by DFID through the Frontier Tech Investment Committee:

- **Pilot support:** One case study for each of the pilots reaching their completion; one pilot report for each pilot regardless of final outcome; encourage and ensure consistent blogging from the pilots to the Medium Livestream
- **FT Futures engagements with DFID COs/departments:** A follow-on engagement plan for each Futures engagement, detailing how the Frontier Tech Hub and DFID staff in RED and EPIC can continue to support the legacy of the Futures engagement (eg through support to programme development, a “harnessing frontier technology roadmap”, or broadening networks with the local ecosystem).;
- **FT Foresighting Studies:** Completed studies (precise number TBD depending on scale) signed off by DFID through the investment committee. First study expected to be on Frontier Data.
- **CCMELCo-ordination, Communication, Monitoring, Evaluation and Learning (CCMEL):** Reporting aligning with current structure of FTL and i2i (quarterly and annual reports) to the I2I CCMEL function.

6 Timing

The project would commence on May 2019 and will continue for 18 months from date of contract signing. However, we ask for capacity to mobilise sooner should the necessary DFID approvals come through quickly **No extensions can be made beyond the 18-month duration.**

7 DFID co-ordination

The supplier will report to the DFID representatives to the Frontier Tech Investment Committee and the Ideas to Impact Senior Responsible Owner.

8 **Duty of Care & Supplier Capability Assessment**

All supplier personnel (including their employees, sub-contractors or agents) who provide services under a DFID contract will come under the Duty of Care of the lead supplier named in that DFID contract. The lead 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 lead

supplier will also be responsible for the provision of suitable security arrangements for their domestic and business property.

Potential Suppliers 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 Potential Supplier has been contracted to deliver (if successful in being awarded the Contract).

Potential Suppliers are expected to be fully responsible for Duty of Care to all staff and partners operating under the contract (as described in the Terms of Reference) in line with the details provided. They must confirm in their Response that:

- They fully accept responsibility for security and Duty of Care.
- They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
- They have the capability to manage their Duty of Care responsibilities throughout the life of the Contract.

9 General Data Protection Regulations (GDPR)

The new data protection legislation aims to protect the privacy of all EU citizens and prevent data breaches. It will apply to any public or private organisation processing personal data.

The GDPR applies to data processing carried out by organisations operating within the EU, including any data processing by those organisations that may happen outside the EU.

The Supplier must demonstrate they understand the personal data requirements under this contract and can implement the appropriate technical and organisational measures to comply with GDPR and to ensure the protection of the rights of data subjects. This includes the human and technical resources the supplier has in place to perform the contract to the appropriate standard.

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 DFID and any changes to the content of this schedule must be agreed formally with DFID under a Contract Variation.

Description	Details
Identity of the Controller and Processor for each Category of Data Subject	The Parties acknowledge that for the purposes of the Data Protection Legislation, the following status will apply to personal data under this contract 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 Parties are independent Controllers in accordance with Clause

	<p>33.3 in respect of Personal Data necessary for the administration and / or fulfilment of this contract.</p> <p>2) For the avoidance of doubt the Supplier shall provide anonymised data sets for the purposes of reporting on this project and so DFID shall not be a Processor in respect of anonymised data as it does not constitute Personal Data.</p>
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