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Section 4 Appendix A

CALLDOWN CONTRACT

Framework Agreement with: **Institute of Development Studies (IDS)**

Framework Agreement for: **International Multi-Disciplinary Programme (IMDP)**

Framework Agreement Purchase Order Number: **PO 8373**

Call-down Contract For: **Better Assistance in Crises (BASIC) Research**

Contract Purchase Order Number: **PO 10053**

I refer to the following:

1. The above-mentioned Framework Agreement dated 30th April 2019;
2. Your proposal of 13th November 2019 and subsequent clarifications:
* **REDACTED**

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 no later than **19th October 2020** ("the Start Date") and the Services shall be completed by **31st March 2024** ("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 **National Governments, FCDO and its partners** ("the Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not exceed **£9,936,270** ("the Financial Limit") and is **inclusive** of government tax, if applicable as detailed in Annex B.

4. Officials

FCDO

- 4.1 The Contract Officer is: * **REDACTED**



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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 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. Break Points

7.1 This contract will be subject to the following break points and continuation of the services after these periods will be based on agreement of deliverables, satisfactory performance and the progress of the Supplier against the specified outputs.

- At the end of the BASIC Research Inception Phase,
- And the research programme midline (end of one year of Implementation Phase).

8. Intellectual Property Rights * REDACTED.

9. Changes to Consortium Members * REDACTED.

10. Duty of Care

10.1 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 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.



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- 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.

11. Monitoring of Call-down Contract Performance

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

12. Commercial Caveats

- 12.1 The following commercial caveats shall apply:

- Fees will only be paid for productive days or whilst travelling at FCDO's request.
- FCDO will not pay for a day of rest following travel, either Overseas or in the UK.
- FCDO will only pay for security services which have been mutually agreed in advance and at cost.
- FCDO will not reimburse costs for normal tools of the trade (e.g. portable personal computers).
- 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, FCDO will only pay for expenses e.g. travel, subsistence and accommodation at actual cost within the pre-agreed policy.

13. Call-down Contract Signature

- 13.1 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.

For and on behalf of

Name:



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**The Secretary of State for
Foreign, Commonwealth and
Development Affairs**

Position:

Signature:

Date:

For and on behalf of

Name:

Institute of Development Studies (IDS)

Position:

Signature:

Date:

Annex A

**Terms of Reference
Better Assistance in Crises (BASIC) Research**

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A Introduction

1. The Foreign, Commonwealth and Development Office (FCDO) leads the UK government's effort to fight global poverty. Extreme poverty and fragility are closely interlinked: 59% of extremely poor people live in countries affected by fragility, environmental vulnerability or both, and where humanitarian needs are greatest. But the humanitarian system is ill-suited to respond: while crises are most often protracted or recurrent (86% of aid goes to protracted crises lasting three years or more), financing and delivery models are mainly short-term and reactive. Social protection systems and approaches can help address these weaknesses; and help deliver the UK Humanitarian Reform Policy and the 2016 World Humanitarian Summit (WHS) commitments, including to more than double the use of cash in crises by 2025. But social protection systems and approaches are underutilised in crises due to limited evidence, knowledge and capacity to guide programme design and delivery, and political economy challenges to reform.
2. At the WHS, DFID (now FCDO), other donors, UN agencies and the World Bank [called](#) for increased investment in social protection - including learning and evidence - recognising their potential to help address various types of crises in different ways:
 - In most fragile states and protracted conflicts: e.g. by working towards systems that offer more predictable, efficient and less fragmented delivery of transfers to affected people than existing humanitarian efforts;
 - In situations of protracted displacement: e.g. by integrating refugees into national social protection systems where possible, or by aligning humanitarian and social protection systems, and;
 - In recurring shocks, often climate related: e.g. by having social protection systems in place that can scale-up and deliver assistance to people affected by cyclical or predictable shocks.
3. FCDO has a new centrally managed programme, *Better Assistance in Crises* (BASIC), of £20.5m over five years (2018-2024), to help poor and vulnerable people cope better with crises and meet their basic needs through more effective social assistance in contexts of recurrent shocks, protracted conflict and forced displacement.
4. The BASIC programme will tackle bottlenecks at global and country level that prevent greater use of social protection approaches in crises, through two inter-related components:
 - **Technical Advisory Services (BASIC TAS)** (currently delivered through a framework agreement, EACDS Lot B, managed by DAI) for country support, capacity building, learning, coordination and high-level policy influencing across multiple countries and at global level, and;
 - **Research (BASIC Research)** that strengthens both global and country-specific evidence on using social protection approaches to respond to crises, in different contexts, and the costs and benefits of such approaches.
 - An overarching Evidence, Learning and Policy Influencing Strategy will ensure that learning, knowledge and evidence influence country and global policies, and provide operational solutions that are then taken up by governments, FCDO, other donors and agencies.



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5. **FCDO is seeking a single supplier or a consortium to deliver BASIC Research.** These Terms of Reference specify the objective, scope and requirements for delivering BASIC Research.

B Objective, Outcome, Impact

6. As set out in the [Business Case](#), the overall BASIC programme intended **impact** is: *“Vulnerable people are better able to cope with crises and meet their basic needs through:*

- *More efficient social assistance in crises (earlier, more timely, less fragmented, lower cost);*
- *Social assistance in crises more effective in addressing household needs;*
- *Diversified, comprehensive and more sustainable funding for social protection approaches in crises (domestic, development, private).”*

7. The BASIC programme expected **outcomes** are:

- Improved human and institutional capability and capacity;
- New or strengthened country plans, policies, programmes and systems designed and implemented;
- Increased political commitment to and use of social protection approaches in crises;
- Greater coherence, coordination and synergies between actors and initiatives across the nexus between humanitarian aid and social protection;
- Evidence used by governments, donors and agencies to inform policies and practice.

8. The **vision** for the BASIC programme is that new practice and research builds a body of learning, knowledge and evidence on what works, that:

- Influences policies at country and global levels, for an increased use of social protection approaches in crises, and;
- Provides operational solutions that are then taken up and supported by governments, FCDO, other donors and agencies.

We expect the Research supplier(s) to design and deliver research that follows this vision.

9. The **overall objective of BASIC Research** is to deliver and maximise uptake of new policy and operationally-relevant evidence on: *why, how and when to use social protection approaches in different crises contexts, to deliver more effective and efficient social assistance so that vulnerable people, in particular women, children and people with disabilities, cope better with crises and meet their basic needs.*

10. The research is aimed at influencing policy and informing operational design. Research uptake will mean more evidence based – and therefore more effective – policy positions and development initiatives by FCDO, governments, other donors, and agencies in a range of FCDO priority and other countries.

11. The uptake targets of BASIC Research are:



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- FCDO, country governments, agencies, other donors and relevant actors in the countries covered by this research (especially for component 2, see paragraph 27);
- The wider international, development/humanitarian community and developing countries affected by crises (especially for component 1, see paragraph 27).

12. The **objective of these Terms of Reference** is to procure the services of research experts to manage and deliver BASIC Research.

C Scope of Work

13. The BASIC programme and BASIC Research focus on the use of social protection approaches in crises contexts.

14. The BASIC programme does not restrict its scope to nationally owned social protection systems but to the various ways social protection approaches can be used in crises, including the different ways social protection and humanitarian aid can be linked (see paragraph 2, and DFID (now FCDO) funded OPM Shock Responsive Social Protection research, as well as EC SpAN guidance). BASIC Research will address this range of approaches.

15. The BASIC programme is **prioritising contexts with the biggest constraints and gaps in investment on social protection approaches in crises: contexts of protracted conflict and forced displacement**. BASIC is also engaging with recurrent shocks and weather and climate extremes where there is demand for support, and from where practice, learning and evidence can contribute to global and country level progress. Up to four **deep engagement countries** with situations of forced displacement and/or protracted conflict will be selected to receive comprehensive support from both programme components (BASIC TAS and BASIC Research) – see paragraph 36.

16. **BASIC Research will focus mainly on protracted conflicts and forced displacement contexts** while building on existing evidence from shock-responsive approaches in recurrent shock and natural disasters contexts. The global climate questions (see paragraph 28) will focus on contexts facing weather and climate extremes.

D Recipients

17. The programme will explicitly address the policy and operational needs of national governments, FCDO and its partners. Research outputs should be accessible (i.e. made available and in suitable format and style) to stakeholders identified through stakeholder mapping, and likely to include: FCDO country programme and headquarters staff, national politicians and policy makers, bilateral and multi-lateral agencies, local governments, civil society organisations, the research community and media.

E Requirements

General requirements:



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18. **FCDO is seeking a single Supplier or a consortium to deliver BASIC Research.** Consortiums may include academic, civil society and commercial organisations. Substantive involvement of locally based researchers and research organisations is encouraged.

19. Any consortium competing for the research will be expected to have a named 'Lead Organisation'. If the consortium's bid is successful, the Lead Organisation will have a direct contractual relationship with FCDO, and lead and manage the other partners in the consortium through sub-contracts.

20. Lead Organisations should not use restrictive measures in their agreements (such as exclusivity / sole commitment) with consortium members / subcontractors that would restrict these organisations' participation in more than one bid. FCDO considers this important to maximise the diversity and quality of potential bids.

21. The Lead Organisation or Supplier will be expected to manage downstream partners and deliver research including quantitative, qualitative and mixed methods. It will produce an ambitious range of high quality new research outputs, including synthesis products, thematic briefs, and new primary research products.

22. FCDO aims to fund research that is innovative, ambitious as well as operationally useful, and attract new entrants (from other research areas) into research on the humanitarian - social protection nexus. We recommend that bidders acquaint themselves with the latest prominent themes in FCDO's research, policy, and programming and consider which and how these can be integrated into BASIC.

23. Outputs of FCDO (and previously DFID) funded research can be found on the Research for Development (R4D) website. The products from BASIC Research will be published on this website. R4D is a searchable database for FCDO (previously DFID) funded research and contains over 30,000 research outputs. For bidding and during research, it will be important to closely monitor outputs coming from relevant completed and emerging research from FCDO and other key actors:

- From FCDO: the Centre for Disaster Protection programme (Business case), the programme MAINTAINS, the Gender Responsive Social Protection Programme, Disability Inclusive Development Programme, RED and CHASE led research on protracted crises, Research from Regional Research Hubs and completed OPM Shock Responsive Social Protection research;
- From other key actors: e.g. EC/ECHO, UNHCR, UNICEF, WFP, World Bank.

24. Research evidence is most likely to have direct impact on policy and practice if policy makers and/or practitioners are involved throughout the research. In particular, it is crucial that those who may be able to use research results are involved in defining the research questions, refining the research design during the design and implementation phases, and are engaged throughout the research process, not only when outputs are published. This is the approach for most FCDO research programmes but is particularly stressed for country-level BASIC Research, given the specific focus on engagement with FCDO country teams and uptake by FCDO of new evidence produced.

25. Research quality: Bidders should examine FCDO/DFID's public documents on assessing research quality; and quality in qualitative approaches. Bidders will be expected to



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define a strategy for ensuring research quality throughout the programme (e.g. quality assurance process and / or peer review at commissioning and / or publication stages), and FCDO will assess the quality of research outputs (see section O) at quarterly reports, Annual Reviews and midline review. This includes ensuring the quality of intermediate outputs such as working papers that are made public on websites as well as articles in peer-reviewed journals. Research products are expected to be of sufficient quality and interest for ultimate publication in the appropriate international journals.

26. Open data: BASIC Research will include substantial fieldwork to generate new data where necessary, including primary data collected from direct aid recipients and communities. Datasets generated – both quantitative and qualitative – are expected to be anonymised and shared in accordance with FCDO / previously DFID's [open and enhanced access policy](#).

27. The Service Provider will manage and deliver three research components.

- **Component 1** will focus on global questions; it shall use country-level evidence generated through component 2 where relevant and could include learning and evidence generated through practice supported by BASIC TAS and other FCDO and non-FCDO funded programmes. We expect an ambitious and rigorous approach to research, requiring collection and analysis of new data and rigorous use of secondary data.
- **Component 2** will focus on country-level research responding to policy and operational needs in up to four BASIC deep engagement countries. Research methods will include quantitative, qualitative and mixed methods, including experimental or quasi-experimental research methods where feasible.
- Both component 1 and 2 will generate high standard research which is compliant with cross-HMG and international standards for public research¹.
- **Component 3** will focus on research uptake, through the development and implementation of a research uptake strategy, which will include dissemination of robust research outputs, and learning events through which to share and discuss emerging lessons and research findings. The uptake strategy will be part of the Evidence, Learning and Policy Strategy for BASIC Programme (see paragraph 43).
- Each component will have an Inception Phase and an Implementation Phase (see Table 1).

Requirements for Component 1: Global questions – Why, how and when to use social protection approaches in crises to deliver more effective and efficient social assistance so

¹

- i. HMG Research Excellence Framework (REF) for all public research; <http://www.ref.ac.uk/>
- ii. 2002 OECDs Frascati manual R&D definition and the European System of Accounts (ESA) 2010 definition of R&D;
- i. HMG Government Office for Science's Principles and Standards for Government Research;
- ii. European System of Accounts 2010 (ESA10) changes to public research and development funding;
- iii. Office for National Statistics definition for public research.



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that vulnerable people, in particular women, children and people with disabilities, cope better with crises and meet their basic needs.

28. Component 1 will focus on **up to five global questions** that will be selected and finalised during the Inception Phase (see Table 1). The Inception Phase will also include a synthesis of existing knowledge and secondary literature. Initial consultations with FCDO Country Offices, FCDO central teams and external actors have identified the following indicative questions that can provide a basis for the final global research questions:

Up to three questions will focus on up to three of the following themes:

- **What works** (and what could work) in the use of social protection approaches in protracted conflict and forced displacement contexts² so that vulnerable people are able to cope with crises and meet their needs. Considering:
 - Where - in different contexts, including rural and urban;
 - How and why - what pathways and conditions lead to greater and more effective use of social protection approaches in crises;
 - For whom (gender, age, disability, other vulnerabilities; displaced and host communities).

This will include exploring the development and strengthening of longer-term safety-nets that can evolve into nationally owned social protection systems.

- **Value for money:** what is the comparative value for money of using social protection approaches in crises, and how to maximise it?
- **Political economy:** what are the enablers and constraints to greater linkages between humanitarian and social protection systems in crises, and greater use of social protection approaches in crises, and how can these be leveraged or tackled respectively;
- **Digital technologies:** what are the impacts of current use of digital technologies in social protection in crises, what are the opportunities of using them, and how can risks be managed. Including: how can digital technologies support the linkages between humanitarian and social protection systems and strengthen (nascent) safety-net / social protection systems (including understanding of integrated data management, data ownership and related data sharing and data protection requirements).
- **Inclusion:** how to ensure social protection approaches in crisis respond to the specific vulnerabilities and needs of vulnerable groups, particularly but not only gender, age and disability status.

² When talking about the use of social protection approaches in crises, and in protracted conflict and forced displacement contexts, we do not only mean through existing government-led social protection systems. Where those do not exist or do not have the capacity, it can mean working towards more predictable, efficient and less fragmented safety-nets for affected people than current traditional humanitarian models, including aligning humanitarian and social protection systems.



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An additional one to two global questions must focus on:

- **Contribution of social protection to climate resilience and response to climate shocks for poor and vulnerable people** : when and how does the use of social protection approaches contribute to building people's resilience pre and post-shocks (looking at their and the system's absorptive, anticipatory and adaptive capacities)? How can social protection link to early warning and disaster risk financing protection to contribute to early action in advance of climate shocks? What do we know of what works and what else could be tested?

29. Where relevant, Component 1 will be expected to use country-level evidence generated through component 2 and include learning and evidence generated through practice supported by BASIC TAS and from other FCDO and non-FCDO funded programmes. This component will not be restricted to deep engagement countries (see paragraphs 36 and 37): where relevant, it will gather and build on relevant evidence across a broader range of countries and contexts of forced displacement, protracted conflict and weather and climate extremes. It might involve data collection and the development of case studies from countries that are yet to be defined and not in the deep engagement long list of countries (paragraph 37). During inception phase, the supplier will be expected to accept responsibility for Security and Duty of Care for each of those countries and to support acceptance of responsibility with evidence of capability (responding to guidance and questions in paragraph 109).

30. The global research questions will be selected and finalised during the Inception Phase (See Table 1) in consultation with FCDO, with advice from the BASIC Programme Internal and External Reference Groups and involving external organisations relevant to the themes. The questions on the contribution of social protection to climate resilience and response to climate shocks for poor and vulnerable will directly feed into the UK's contribution to the United Nations Climate Action Summit (UNCAS 2019), Conference of Parties (COP) 26 and resulting initiatives. All global questions will be subject to FCDO approval.

31. Research Methods: bidders will be required to define an approach to researching the questions including a combination of complementary quantitative and qualitative methods. We expect an ambitious and rigorous approach to research, requiring collection and analysis of new data and rigorous use of secondary data. Research design must be tailored to the theme (and country context where relevant).

32. Given that the use of social protection in conflict and other crises contexts can be limited, we expect that BASIC Research might need to use approaches like formative research and/or modelling methods to answer some questions. The focus will then be on what *could* work and what can be tested as opposed to what has proven to work. Where this relates to costs, financing and VfM of different models, strong linkages to the Centre for Disaster Protection must be built, with views on research priorities provided by its leadership team, and to leverage its research network (including the Government Actuary Department).

Requirements for Component 2: Country-level questions

33. Component 2 will consist of **country-level research** responding to policy and operational needs. It will be carried out in up to **four BASIC deep engagement countries**, that will receive a coherent package of support from BASIC TAS and BASIC Research.



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34. Research questions will be defined with and approved by FCDO Country Offices and the FCDO Social Protection Team and will involve advice from the BASIC Internal and External Reference Groups, country level partners and partner governments - as relevant to the research scope.

35. Research themes are likely to include among others: what works; political economy; value for money, inclusion (gender, age, disability etc.), resilience and climate change adaptation; and the use and impact of digital technologies.

36. The four deep engagement countries will be selected and signed off by FCDO, during the BASIC Research Inception Phase (see Table 1). Before sign off by FCDO for each selected country, the supplier will be expected to accept responsibility for Security and Duty of Care for each of those countries and to support acceptance of responsibility with evidence of capability (responding to guidance and questions in paragraph 109). Each country will fulfil one of the following criteria:

- Protracted conflict (country is accessible to research team),
- Protracted conflict (more limited access, with some access for national partners / researchers),
- Forced displacement (stable context),
- French speaking country.

37. An initial mapping exercise has identified the following potential countries for BASIC Research: Somalia, Yemen, South Sudan, Iraq, Nigeria, DRC, Jordan, Lebanon, Mali, Niger. Bidders should provide estimated costs for undertaking research in four countries from the above list, each of which should fulfil at least one of the four criteria in paragraph 36, and together they should meet all four criteria. If circumstances change significantly in any of the four countries during the programme implementation, FCDO and the Supplier will review the situation, and decide whether research should be conducted in alternative country/ies. FCDO retains the right to approve/reject alternative countries. Changes of costs per type of country, from those made in the bids to those signed off during Inception Phase cannot exceed the original total costs proposed in the bids for component 2 (See Table 3). Changes in countries and associated costs and budgets will require FCDO's approval.

38. During the Inception Phase, once the four deep engagement countries have been selected and signed-off, the Supplier will carry out consultations with the four FCDO Country Offices and other stakeholders to develop detailed research plans. In the event that research cannot be designed in one of these primary countries, reserve countries will be used as alternatives.

39. For research related to risk financing in particular, strong linkages to the Centre for Disaster Protection must be built, with views on research priorities provided by its leadership team, and to leverage its research network. The Centre will be involved in the Internal Reference Group of BASIC.

40. Operationally relevant research: bidders will be required to define an ambitious innovative and rigorous approach to researching each of the country level questions involving quantitative, qualitative and methods including experimental, quasi-experimental and longitudinal research where feasible. At least one of the four country-level research pieces



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should use experimental research methods, and at least one should consider longitudinal research, for example to assess outcomes from a programme across its duration. Primary data collection from people and communities affected by crises should be part of the research approach where appropriate. BASIC is designed to deliver operationally relevant research with researchers engaging with FCDO Country Offices throughout the research cycle. The expectation is that, wherever possible, BASIC Research components will be integrated into or run alongside the design and implementation of interventions by FCDO and/or its partners, including – where appropriate – testing approaches through ‘trialling’. During the Inception Phase, the Supplier should propose which projects or programmes they would complement with new research, including making clear any existing or recent work that they have with these projects or partners. In bid preparation, bidders must not contact FCDO Country Offices directly and should only use publicly available information to inform their bids.

Requirements for Component 3: Research uptake across FCDO and globally

41. This component will be achieved through the development and implementation of an ambitious BASIC Research uptake strategy, which will include dissemination of robust research findings and outputs, and learning events and other activities through which to share emerging lessons and discuss findings and next steps with FCDO offices, policy teams and other relevant stakeholders. A key element will be establishing partnerships early on with potential early adopters of the findings e.g. other donors, multilaterals (such as the UN and the World Bank), and key deep engagement country government departments.

42. The BASIC Research uptake strategy should be in line with [DFID's guide on research uptake](#) which includes four strands:

- Stakeholder engagement, including stakeholder mapping during the Research Programme inception Phase to identify the main organisations and processes which influence policy making in a specific area;
- Capacity building: ensuring stakeholders can use the research;
- Targeted communication plans to ensure research and evidence outputs reach key decision-makers at national and international levels and in appropriate formats;
- Monitoring and evaluation of uptake.

43. The Research uptake strategy will be part of an overall BASIC Evidence, Learning and Policy Influencing Strategy delivered jointly with the BASIC TAS Supplier. In particular, BASIC TAS will support and work with knowledge management and learning fora / platforms that will be of relevance to disseminate evidence from BASIC Research. Each supplier (for BASIC TAS and BASIC Research) will be responsible for planning and delivering its own activities within the joint Evidence, Learning and Policy Influencing Strategy, and identifying and maximising opportunities for cross-learning and joint uptake. The Strategy will be under the overall coordination and oversight of the FCDO Social Protection Team.

44. The uptake targets are primarily FCDO, country governments, agencies, donors and other relevant actors in the focus countries of this research. Uptake should also be targeted at the wider international, development/humanitarian community and developing countries affected by crises.

45. Planning for component 3 (Inception Phase) should begin at the outset of the contract to increase likelihood of success (see Tables 1 and 2). An update of the planning of component



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3 will take place during the Implementation Phase – as relevant - to adapt to any changes and evolutions that would take place during the implementation of components 1 and 2.

46. The Supplier will be expected to target diverse audiences through a variety of methods and approaches, including articles in leading peer-reviewed journals, methods papers, working papers, policy briefs, learning briefs and other learning materials, social media, video content/podcasts, blogs, and presentation of results and participation in key national and international policy and practitioner meetings.

47. BASIC Research is expected to build on, contribute to, and strengthen existing networks, communication channels and evidence resources such as websites and portals and bidders should specify their proposed approach. We expect the Supplier to use creativity and innovation in research communication and engagement with target audiences throughout the research cycle. This shall be done in direct coordination with BASIC TAS, under the joint Evidence, Learning and Policy Influencing Strategy.

48. Publications and research outputs should be made available with open access in accordance with DFID Research Open and Enhanced Access Policy.

49. To maximise ease of dissemination and uptake, all outputs must be written in a 'plain language' style that can be readily understood by development generalists and practitioners across the nexus between humanitarian assistance and social protection. The BASIC Internal and External Reference Groups can be used to test products with target audiences. Research should be translated to local languages that are pertinent to uptake of the research by the target audience.

F Constraints and Dependencies

50. Success will require the selected Supplier to actively collaborate and coordinate with BASIC TAS. BASIC Research will build on practice generated through BASIC TAS (and other initiatives) and the suppliers of both components will collaborate around the delivery of a joint Evidence, Learning and Policy Influencing Strategy. Collaboration and coordination between workstreams will be KPIs in the contract and logframe for each supplier.

51. The BASIC programme and its two components (BASIC TAS and BASIC Research) will be externally evaluated. The Supplier(s) for the Research component is expected to cooperate with the external evaluators for the effective evaluation of the programme.

52. Conflict of interest: If bidders identify potential or perceived conflicts of interest with other work delivered under BASIC, they should identify those in their bids and outline their proposed approach to manage and address them, this should include how you track personnel and the engagements they have worked on. This will be assessed following a pass or fail approach, assessing whether perceived or potential conflicts of interest are identified and the appropriateness of the approach to mitigate these.

G Timeframe

53. The BASIC Research contract is expected to start in October 2020. It will run until end of March 2024.



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54. Due to the nature of the research, each component will need a detailed Inception Phase where the research approach set out in the bid is refined and tailored. This phase will be followed by the Implementation Phase.

55. Table 1 below provides an indicative timeline for BASIC Research, but suppliers are expected to consider the requirements carefully and propose a rationale for their own timeline.

Table 1: Prospective timeline for BASIC Research

Component	FY 20/21		FY 21/22				FY 22/23	FY 23/24
	Oct - Dec 20	Jan - Mar 21	Apr - Jun 21	Jul - Sep 21	Oct - Dec 21	Jan - Mar 22	Apr 22 - Mar 23	Apr 23 - Mar 24
BASIC Research	Research Programme Inception Phase (1 year)				Research Programme Implementation Phase			
1 Global questions	Inception Phase (9 months)			Implementation Phase 2.5 years research				
2 Country level research	Inception Phase (1 year)			Implementation Phase 2.5 years research				
3 Research uptakes	Inception Phase			Implementation Phase				

H Outputs

56. Table 2 below shows the expected outputs for the Inception Phase and indicative outputs for the Implementation Phase. Bidders can propose and justify changes to expected outputs for the Inception phase building on Table 2. Bidders are expected to provide a list of outputs for the Implementation Phase based on their planned methodology. This list will constitute the minimum outputs expected for the implementation phase: with suppliers improving or adding to those outputs but not reduce their number or scope. A more detailed view of the outputs for the Implementation Phase will be agreed with and signed off by FCDO at the end of Inception Phase, set out within the inception phase report. As the programme evolves, expected outputs for the Implementation Phase can be reviewed at Annual Reviews and at the BASIC programme midline. FCDO retains the rights to review and approve any changes to expected outputs for the Implementation Phase. Bidders are expected to provide a workplan based on expected outputs for Inception Phase and indicative outputs for the Implementation phase.

Table 2: Expected and indicative outputs		
Component	Phase	Outputs
1 – Global questions	Inception	<ul style="list-style-type: none"> Synthesis of existing knowledge and secondary literature, and a long list of research themes and questions Mapping of research theme and question options Final research themes and questions



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		(Priority global research themes and questions will be identified by starting with a synthesis of existing knowledge and secondary literature, developing a long list of research themes and questions (identifying where knowledge is weakest/strongest, where policy and practice need is greatest etc.). This will be followed by a mapping of options for research themes and questions. Selection of final research themes and questions will be in consultation with FCDO, BASIC reference groups and external partners), with sign off by the FCDO Social Protection Team).
		For the selected global research questions:
		<ul style="list-style-type: none"> • Synthesis of relevant research findings on and approaches for each selected global research question, to inform the detailed research design for each question • Mapping of live complementary research to ensure synergies and avoid duplication (both in FCDO and externally) • Detailed sub-questions, methodology and workplan for each global research question. • Research conceptual framework
		<ul style="list-style-type: none"> • Team mobilisation and confirmation of research partnerships • Operating permissions and ethical approval of research design secured • Detailed monitoring and reporting strategy • Revised management items included in the bid e.g. workplan, budget allocation
		Implementation
		<ul style="list-style-type: none"> • Implementation of research in line with agreed conceptual framework, approaches and workplan • Research reports and briefing papers
2 – Country level research	Inception	<ul style="list-style-type: none"> • Confirmation of 4 countries (following consultation with FCDO Country Offices and Social Protection Team). • Mapping of research theme and question options for each country • Synthesis of existing knowledge and secondary literature for selected country-level research themes / questions • Final research themes and questions for each country
		(Country research themes and questions will be identified by starting with a synthesis of existing knowledge and secondary literature, developing a long-list of research themes/question options for each country. Selection of final research themes and questions will be in consultation with FCDO, BASIC Reference Groups and external partners as relevant, with sign off by the FCDO Social Protection Team and FCDO Country Offices. This will be followed by a synthesis of relevant research findings and approaches on the country-level research themes / questions (drawing on the global literature) to inform the detailed research design for each country).
		<ul style="list-style-type: none"> • Mapping of live complementary programming or research to ensure synergies and avoid duplication (both in FCDO and externally). • Detailed research workplan for each of the four countries (with sub-questions, methodology and timeline, including plan for analysis and synthesis of findings across countries, where relevant). • Research conceptual framework



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		<ul style="list-style-type: none"> • Team mobilisation and confirmation of partnerships • Operating permissions and ethical approval of research design secured • Detailed monitoring and reporting strategy • Revised management items included in the bid e.g. workplan, budget allocation
		<ul style="list-style-type: none"> • Implementation of research in line with agreed conceptual framework, approaches and workplan • Operationally relevant country level research reports and briefings. Cross country syntheses and briefings. Thematic evidence briefs e.g. on specific shocks or themes
	3 - Uptake	<ul style="list-style-type: none"> • Mapping of stakeholders and knowledge management and learning mechanisms (to identify the main organisations/individuals and processes which influence policy making and programme design related to the use of social protection approaches in crises – covering both global and research-country levels, including the regional level where appropriate). • Research uptake strategy and delivery plan, including clear timeline (part of the Evidence, Learning and Policy Influencing Strategy).
	Implementation	<ul style="list-style-type: none"> • Regular review and periodic update of uptake strategy, delivery plan and timeline • Uptake activities
4 - Overall	Inception	<ul style="list-style-type: none"> • Quarterly narrative progress reports, including updated workplan • End of Inception Phase report
	Implementation	<ul style="list-style-type: none"> • Quarterly narrative progress reports, including updated workplan • Annual reports • Programme Completion Report

I Budget/ Payment Mechanism / Key Contract management issues

57. The maximum budget for BASIC Research is £9,936,270 million over the duration of the contract (see section G Timeframe), inclusive of management fees and any applicable VAT. Indicative budgets include all costs (e.g. research costs, management costs, travel costs, security related costs etc.).

58. The indicative allocation of budget per component is proposed in Table 3 below. Suppliers are expected to provide a justification to what they propose in their bids.

Table 3: Indicative budget by component

Component	Indicative budget
Component 1	£4.5m Within the £4.5m, £3m will be specifically allocated to the one to two global questions on the <i>Contribution of social protection to climate resilience and response to climate shocks for poor and vulnerable people</i> – see paragraph 28).
Component 2	£5.0m (around £1.25m per country)



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Component 3	£0.5m
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59. For the Inception Phase, payment of fees will be 100% output based. Expenses will be paid quarterly in arrears based on actuals and fees will be paid quarterly in arrears based upon satisfactory and timely delivery and FCDO sign-off of outputs. Building upon table 2, bidders are expected to propose robust quarterly payment milestones linked to outputs, including quarterly reports and end of inception phase report.

Criteria for the release of the payment of 100% of fees will be:

- Quality of outputs (sign-off by FCDO SRO) – 65%
- Timeliness of output delivery (delivery within 5 days of planned delivery date) – 17.5%
- Accuracy of costs forecasts (within 5% of agreed total budget for the quarter) – 17.5%

60. During implementation, the payment method will be a hybrid; 70% of the payment of fees will be based on inputs, the remaining 30% of payment will be linked to the timely, accurate and satisfactory delivery of outputs and quarterly reports. The payment of the 70% of fees will be quarterly in arrears based on actuals. The 30% will be retained and paid at the next quarter upon satisfactory delivery and FCDO sign off of outputs and quarterly reports.

Criteria for the release of the payment of the 30% of fees will be:

- Quality of outputs (sign-off by FCDO SRO) – 20%
- Timeliness of output delivery (delivery within 5 days of planned delivery date) – 5%
- Accuracy of costs forecasts (within 5% of agreed total budget for the quarter) – 5%

Expenses will be paid quarterly based on actuals. For the Implementation Phase, bidders are expected to propose quarterly payments linked to outputs and quarterly reports. As specified in paragraph 56, expected outputs and payment milestones for the Implementation Phase can be reviewed at Annual Reviews and at the BASIC programme midline, but remaining within the agreed percentage of fees at risk, and within the Programme financial limit.

61. For implementation, bidders are to propose a process for managing the payment by results elements within the criteria stated above (for example, delays to meeting delivery targets, communication to FCDO with regards to delays and acceptance that failure to delivery may lead to non-payment). These processes will be finalised and agreed by FCDO during the first month of inception phase. For inception, if the criteria (specified in paragraph 59) are not met, payments for outputs not delivered will be withheld until satisfactory delivery of outputs (and will be paid at the following quarterly payment).

62. A review point will take place after 6 months of the Inception Phase and at the programme midline. There will be formal break points at key points in the contract: at the end of the BASIC Research Inception Phase, and after the research programme midline (end of one year of implementation phase).

63. FCDO reserves the right to revise or terminate any specific research components (e.g. research on a specific theme or in a specific country) if the work is not progressing as projected and when remedial efforts have failed to improve research implementation to FCDO's satisfaction.



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64. Due to the flexible and adaptive nature of the programme, the Supplier must have adequate provision to adapt to changes that occur during the life of the Programme. Bidders should outline how they would manage and respond to and deliver within this flexible environment. For example, research might become inadvisable in one or more of the four selected deep engagement countries, in which case alternative countries will be selected, and reflecting lessons learnt.

65. FCDO reserves the right to scale back or discontinue the programme at any point (in line with the Terms and Conditions). Conversely, we may also decide to scale up the programme by up to an additional 2 years should it prove to be having a strong impact and has the potential to yield better results, dependent on budget and ongoing effectiveness of the programme. If FCDO were to take the decision to increase the scale of the programme during its entire term (including any extensions), the increase will be up to an additional maximum of £5m. A time and / or cost-extension would be subject to FCDO approval of need and costs. The Supplier must maintain flexibility in approach and be able to exit from high risk environments as required and with agreement from FCDO. We expect the supplier to be able to adjust to such requests.

J Research Ethics

66. Researchers, evaluators and implementing agencies should adhere to clear, best practice ethical guidelines (e.g. confidentiality, disclosure, adequate and informed consent, explicitly ensuring 'do no harm'), building on existing academic ethics protocols and internationally recognised ethical standards.

67. Particular points for bidders to consider include:

- The safety of respondents and the research team is paramount. It should be reflected in all decision making and monitored closely;
- Information gathering and documentation must be done in a manner that is methodologically sound, transparent, and builds on current experience and good practice;
- Protecting confidentiality of individuals is essential to ensure no harm to respondents and data quality;
- Anyone providing information must give informed consent before participating in a study or being part of a research uptake activity.

68. Researchers will need to have identified referral mechanisms to appropriate services and protection programmes ahead of carrying out data collection where the issues studied require it (e.g. gender-based violence, safeguarding issues). See paragraph 114.

69. Specifying and ensuring compliance with ethical standards should form part of the research design, preparation of research teams, and delivery. All research team members and members of organisations involved in BASIC Research delivery, should be carefully selected and receive (or have received) specialised training and on-going support in research ethics.

70. Allied to ensuring best practice in research ethics, we expect the lead Organisation or Supplier to ensure that clear ethical standards in research management are established, communicated, complied with, and monitored, including in relation to financial management



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and people management by all suppliers and partners involved in BASIC Research delivery and (particularly) all recipients of UK aid funds.

71. Suppliers will be required to have written protocols for research/evaluation ethics and ethical clearance and to demonstrate adherence to relevant protocols and FCDO (previously DFID) research and ethical guidelines. During implementation, ethical review will be the responsibility of an appropriate Ethical Review Committee, established by the Supplier.

K Research Capacity Building

72. The Supplier should demonstrate in their bid how they plan to include and link northern and southern organisations and/or researchers, and other stakeholders, to design and implement a high-quality research programme. This includes how they will ensure appropriate visibility and give credit to everyone's contribution.

73. BASIC does not have a specific output for research capacity building (other than for research uptake – see below). If the bidder deems it necessary, initiatives to strengthen skills and systems of individuals and organisations may be included in the delivery of the research strategy and pursuit of research excellence. This includes the development, import (from other fields) or adaptation of novel research methods, tools and analytical approaches, research ethics, quality assurance, and also in research management themes such as financial and staff management, compliance, and quality assurance.

74. If included in the bid, capacity building should be presented as a tool to ensure quality of research rather than a specific capacity building output.

75. Targeted orientation and training of policy makers and other target audiences for specific research streams may be included in the research uptake strategy to engage stakeholders and facilitate uptake of policy and practice.

L Programme Management

76. A clear governance structure for ensuring an effective partnership across the BASIC Research programme, production of high-quality research, and research quality assurance is required.

77. The supplier or consortium delivering BASIC Research should demonstrate relevant expertise including technical expertise, financial and management expertise, and proven expertise in managing relevant research programmes, in particular in fragile and conflict affected contexts. This research programme will not involve the establishment of a separate physical centre or the formation of a new research organisation.

78. The research programme will be led by an **Executive Director** who will provide managerial and intellectual leadership to the programme, be first point of contact for FCDO, and be accountable for all research programme delivery. The Executive Director will lead the development of the research methodology and plan, and ensure coordination and coherence between all research components. The Executive Director will also be in charge of ensuring effective and efficient coordination with BASIC TAS.



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79. FCDO's preference is that this is at least a half time post and that the Executive Director is employed or contracted by the Research's lead supplier. The prospective candidate for Executive Director should be named in the bid and bidders must guarantee her/his availability if successful.

80. An **External Reference Group** will be established by FCDO to advise the BASIC programme on strategy, and provide oversight of the programme and its progress. The External Reference Group is expected to comprise members who have demonstrated thought leadership and expertise in research, policy and practice.

81. FCDO will be a member of this External Reference Group, but will not be bound to act on advice from the External Reference Group. Executive authority, including all final decisions regarding budgets, workplans and strategy, will be retained by FCDO. Meeting at least once every 6 months, the ERG will receive and discuss proposed work plans, review activities and progress, and discuss any significant issues that require input from the External Reference Group members. The Executive Director will prepare and submit the documentation for the External Reference Group's and Internal Reference Group's consideration.

82. In addition, FCDO expects BASIC Research to establish mechanisms for wider stakeholder engagement, to debate technical and implementation issues, and collaborate effectively with partners, including at country level (especially for Component 2). Where appropriate, this will include use of existing fora like the Grand Bargain sub-working group on linking humanitarian assistance and social protection.

83. The Supplier will maintain regular dialogue with **FCDO's BASIC Programme Management team** (see paragraph 85) to ensure compliance with all terms and conditions set out in the contract and guided by FCDO's Procurement and Commercial Department (PCD). This includes; best practice financial management, including timely and accurate financial forecasting, invoicing and cost control, and effective contract management, including early notification on any proposed changes to the contract, before formal agreement is sought from FCDO.

84. A **BASIC Coordination Group** will facilitate the functioning and coherence of the BASIC programme as a whole, across BASIC TAS and BASIC Research. It will be composed principally of the FCDO BASIC Programme Management Team and the two Supplier teams, with others as necessary. This group will meet quarterly and will monitor progress against the workplans, logframes and the Evidence, Learning and Policy Influencing Strategy.

M FCDO programme oversight

85. We anticipate that the FCDO Programme Management team will include the Senior Responsible Owner (SRO); the Programme Manager, and the Programme Funded Post based within the BASIC TAS supplier. The FCDO Programme Management Team and the BASIC Research Team will meet monthly to review progress, including against KPIs, and for future planning. We anticipate needing more frequent meetings with the Executive Director on an ad hoc basis depending on the stage of the programme (e.g. especially during the Research Programme Inception Phase).

N Performance requirements and monitoring



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86. Performance will be managed using a robust performance management framework (including a logframe, Key Performance Indicators (KPIs) and a programme evaluation). KPIs will inform Annual Reviews and the programme evaluation. Bidders can propose their own KPIs considering those proposed in the following paragraph. The indicators and logframe will be further developed during the Inception Phase with the Supplier.

87. Indicators will measure in particular (but not exclusively):

- Performance in delivery of research products (e.g. timely delivery of products);
- Quality of research products;
- Relevance of research questions to country and global stakeholder policy and operational needs;
- Performance of and effectiveness of dissemination and research uptake;
- Use of research findings in shaping policy and programmes;
- Collaboration and coordination with other relevant research initiatives (co-authorship, cross reference, lack of overlap, peer review etc.);
- Coordination and collaboration with BASIC TAS;
- Equity (women authorship; Southern authorship, etc.);
- Value for money of research delivery;
- Provision of duty of care for research team personnel;
- Consideration of inclusion in research design and delivery.

O Reporting Requirements

88. FCDO conducts Annual Reviews of all programmes to assess progress against the logframe, ensure that the programme is on track, and consider if any adjustments should be made. The Supplier will be expected to produce Annual Reports using FCDO's standard format, and providing detail on progress against agreed outcomes, outputs, indicators and milestones. These will form the basis of the Annual Reviews. In addition, the supplier will be expected to provide quarterly progress reports to which specific outputs will be tied. The Supplier will be expected to produce a Programme Completion Report using FCDO's format. This will form the basis of the Programme Completion Review.

89. The Supplier will be required to deliver effective financial management and will need to demonstrate Value for Money at all stages of the research programme. This will include demonstrating that administrative costs can be minimised and that programme activities are designed to maximise cost effectiveness. The research programme will be expected to report on VFM measures, and this will be assessed during FCDO Annual Reviews and quarterly reviews. The Supplier will also be required to provide regular, highly accurate financial forecasts and reports (for example preliminary budgets prior to FCDO's financial year, monthly reports for financial forecasting; quarterly financial reports, annual audited financial statements). FCDO will closely monitor forecasts and spending against budgets, including through a review of spending in quarter three each year. Annual Reviews of the programme will include financial scrutiny.

90. All reporting requirements will be agreed between FCDO and the Supplier within the first month of the contract. We will require the provision of delivery chain mapping prior to the disbursement of any funds.



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91. The bid from the Supplier must include a plan to ensure that the research is of high quality and how they will monitor uptake of the research in the selected countries and globally. This plan will be refined and agreed during the BASIC Research Inception Phase.

92. While recognising the inherent difficulties in research delivery, FCDO will actively expect contingency planning to maintain timely progress. Bidders should make clear how they will plan around these difficulties to ensure progress is made.

93. We encourage bidders to propose performance related elements to their use of funding, such as giving additional resources for research uptake to the best performing researchers (as well as the most promising interventions). This must be included in the overall budget ceiling.

P Digital Spending

94. All digital³ content produced by the Supplier is subject to UK government digital principles as set out by the Government Digital Service (GDS). All digital developments should:

- Put the needs of users first;
- Learn from and improve these services over time;
- Be freely available for other FCDO programmes to use;
- For more information see <https://www.gov.uk/guidance/government-design-principles>.

95. The Supplier should consider the use of digital elements to maximise value for money while ensuring the research programme remains inclusive and fully accessible. Any proposed digital elements will require in line with FCDO's Smart Rules.

96. The Supplier should not propose unnecessary bespoke systems or tools to implement and instead make use of existing and freely available systems and tools in all aspects of the programme where possible.

Q Transparency

97. FCDO has transformed its approach to transparency, reshaping our working practices and encouraging others across the world to do the same. FCDO requires Suppliers receiving and managing funds to release open data on how this money is spent, in a common, standard, reusable format and to require this level of information from immediate sub-contractors, sub-agencies and partners.

98. 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 FCDO. Further information is available from: www.aidtransparency.net.

³ Digital is defined as any service provided through the internet to citizens, businesses, civil society or non-government organisations. This includes, but is not limited to, information services, websites and transactional services. This includes services provided by others but funded by DFID.



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R Duty of Care (DoC)

99. The list of potential countries for Component 2 are set out in section E of these Terms of Reference. Countries for Component 1 will not necessarily be the same than for Component 1. Overall, we have assessed DoC as high risk because of the contexts in which the research will be conducted and the proximity to unpredictable and risky events such as floods or disease outbreaks. See Annex 1.

100. Suppliers are required to carry out a risk assessment (of foreseeable risks) and are required to provide evidence that they have the capability to take on and effectively manage duty of care responsibilities throughout the life of the agreement. Such capacity should be demonstrated within bids.

101. The Supplier is responsible for the safety and well-being of their Personnel (as defined in FCDO's agreement with the Supplier, Section 2 of the Contract) and any 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.

102. FCDO will share available information with the Supplier on risk assessments, security status and developments in-country where appropriate.

103. The Supplier is responsible for ensuring appropriate safety and security briefings for all Personnel working under this contract and ensuring that their Personnel register with their respective Embassies to ensure that they are included in emergency procedures, and receive security briefing. This includes Personnel from Third parties. 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 positions.

104. This Procurement may require the Supplier to operate in areas that are considered at high risk of earthquakes. Minor tremors are not uncommon. Earthquakes are impossible to predict and can result in major devastation and loss of life. There are several websites focusing on earthquakes, including <http://geology.about.com/library/bl/maps/blworldindex.htm>. The Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the research programme in order to deliver the Contract (subject to travel clearance being granted).

105. This Procurement may also require the Supplier to operate in conflict-affected areas and parts of it are highly insecure. The security situation could be volatile and subject to change at short notice. The Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the research programme in order to deliver the Contract (subject to travel clearance being granted if required).

106. The Supplier is responsible for ensuring that appropriate arrangements, processes and procedures are in place for all Personnel working under this contract, taking into account the environment they will be working in and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments, etc.). The Supplier must ensure that the Personnel receive the required level of appropriate training and safety in the field training prior to deployment.



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107. Tenderers must develop tenders on the basis of being fully responsible for Duty of Care in line with the details provided above and the initial risk assessment provided by FCDO for some of the areas that might be covered by the research (See Annex 1). Tenderers must confirm that:

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

108. If you are unwilling or unable to accept responsibility for security and Duty of Care, your tender will be viewed as non-compliant and excluded from further evaluation.

109. Acceptance of responsibility must be supported with evidence of capability (no more than 2 A4 pages) and FCDO reserves the right to clarify any aspect of this evidence. In order to accept responsibility, suppliers must provide a “yes” response to questions I-VII, provide a statement of confirmation as per question VIII and provide evidence to support the positive responses to questions I-VI as per question IX. **Failure to provide evidence that demonstrates the Potential Supplier’s capability to provide Security and meet their Duty of Care obligations will result in the Potential Supplier’s response being non-compliant. Bidders responses to these questions is to be provided as part of the technical proposal (this will not count as part of the limit):**

- I. Have you completed an initial assessment of potential risks that demonstrates your knowledge and understanding, and are you satisfied that you understand the risk management implications (not solely relying on information provided by FCDO)?
- II. Have you prepared an outline plan that you consider appropriate to manage these risks at this stage (or will you do so if you are awarded the contract) and are you confident/comfortable that you can implement this effectively?
- III. Have you ensured, or will you ensure that your staff are appropriately trained (including specialist training where required) before they are deployed, and will you ensure that on-going training is provided where necessary?
- IV. Have you an appropriate mechanism in place to monitor risk on a live / on-going basis (or will you put one in place if you are awarded the contract)?
- V. Have you ensured, or will you ensure that you staff are provided with and have access to suitable equipment, and will you ensure that this is reviewed and provided on an on-going basis?
- VI. Have your appropriate systems in place to manage an emergency / incident if one arises?
- VII. Have you prior experience and/or knowledge about the local context of some of the countries listed in paragraph 37 or from similar contexts?
- VIII. Please include a statement confirming that you (as the potential contracting organisation) fully accept responsibility for Security and Duty of Care (including any personnel and subcontractors) throughout the life of the Contract. The Potential Supplier must support their acceptance of



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responsibility with evidence on their capability to take on this responsibility and to contextualise their duty of care approach to the countries that will be selected during the inception phase.

IX. Please provide evidence to support your responses to the above questions.

S Environmental Considerations

110. The Supplier should ensure due consideration is given to the environmental impact of all work undertaken to deliver the research programme, both in terms of minimising any direct negative impact, and the extent to which research findings contribute to positive environmental management. Specific attention shall be given to minimising operational impacts on the environment and global climate of those undertaking the research.

111. BASIC Research shall pay particular attention to the contribution of social protection to resilience and climate change adaptation. Where relevant to the research questions, BASIC Research is expected to study the contribution of social protection approaches in crises to people's and communities anticipatory, absorptive and adaptive capacities; as well as the effect of design and delivery of programmes on such contributions. It will seek to understand how social protection approaches can be designed in a way that maximises contributions to anticipatory, absorptive and adaptive capacities.

T Gender Equality, Disability Inclusion, Safeguarding and Modern Slavery

112. International Development (Gender Equality) Act 2014: We expect BASIC Research to be gender-sensitive in its design and delivery, with a strong emphasis on gender equality. The research will be required to consider any implications that its work (both the research process and research findings) might have on gender inequality, and seriously consider implementing any adaptations that can reasonably be made to improve gender equality.

113. The research will disaggregate data by gender, and by other social inclusion indicators such as age, disability, etc. [Washington Group Questions](#) are recommended for data disaggregation by disability status.

114. BASIC Research is expected to study the effects of design and delivery of programmes on gender, age, disability and other key vulnerabilities. It will seek to understand how social protection approaches can be designed in a way that maximises protection, as well as empowerment pathways for vulnerable groups. This will need to be ethically approached: for example, where Gender Based Violence including Intimate Partner Violence are explored, appropriate referrals to services and protection measures / programmes will need to be identified beforehand.

115. The Supplier should have appropriate policies and procedures in place to prohibit SEA as well as receive and address reports of SEA. They should also have safeguarding policies and procedures to protect any vulnerable people who come into contact with the programme.

116. Suppliers are expected to demonstrate policies and processes to identify and address modern slavery in the supply chain as well as while carrying out research work.



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U Branding

117. All research outputs will acknowledge FCDO support in a way that is clear and explicit and which complies with **Guidance on using the UK Aid logo**. Published reports and other research outputs will be expected to use a standard BASIC Research format and design work, approved by FCDO. If press releases on work which arises wholly or mainly from the project are planned this should be done in collaboration with FCDO Communications Department.

V Background

118. For more background to this programme please refer to the [Business Case](#) including references and other BASIC related documents, hosted on the FCDO procurement portal.

W Capacity of research team

119. Bids are expected to demonstrate that the Research team has expertise in:
- Managing and delivering multi-country and global research (including sound financial management and duty of care);
 - Social protection systems, including policy, programming and financing;
 - Forced displacement;
 - Humanitarian programming and coordination structures, in particular in fragile and conflict affected contexts and contexts of forced displacement; including policy, programming and financing;
 - Linking humanitarian aid and social protection programming;
 - Quantitative, qualitative and mixed research methods, including experimental, quasi-experimental and longitudinal studies;
 - Methods where practice is limited including modelling approaches;
 - Country level research, including in fragile and conflict affected states;
 - Inclusion (including gender, age and disability);
 - Resilience and climate change adaptation;
 - Early warning, early action, forecast based and risk-based financing;
 - Value for money;
 - Political economy analysis;
 - Public sector governance,
 - Policy development;
 - Research dissemination and uptake, including publication of research products in peer reviewed publications;
 - French language for one country level research at least.

X General Data Protection Regulations (GDPR)

Please refer to the details of the GDPR relationship status and personal data (where applicable) for this project as detailed in Annex 2 ***redacted*** and the standard clause 33 in section 2 of the contract.