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File Ref: PO 6924

Date: 21st August 2019

Contract Amendment No: 4

**FRAMEWORK AGREEMENT WITH – Coffey International Development
FRAMEWORK AGREEMENT FOR – Global Evaluation Framework Agreement
FRAMEWORK AGREEMENT PO NUMBER – PO5859**

CALL DOWN CONTRACT FOR: Evaluation of Transparency, Responsiveness, Accountability and Citizen Engagement (TRACE) Fund for Zimbabwe

CALL DOWN CONTRACT NUMBER: PO 6924

With reference to the above mentioned Framework Agreement dated 1st January 2012, and the Call Down contract dated 20th April 2015, (as most recently amended by the letter dated 28th June 2019) both Parties have in principle agreed to the following variations to the Contract:

Call Down Contract Section 4 – Appendix A

Paragraph 1. Commencement and Duration of the Services

Please delete: “31st August 2019”

Please insert: “31st August 2021”

Paragraph 3. Financial Limit

Please delete: “£649,962”

Please insert: “£849,960”

Call Down Contract Section 4A – Annex A

Paragraph X. Time Frame

Please delete: “August 2019”

Please insert: “August 2021”

Please add: “Extension Proposal – September 2019 to August 2021”

Please add:

“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 App A and the standard clause 33 in section 2 of the contract.”

Please add: “Appendix A: of Terms of Reference Schedule of Processing, Personal Data and Data Subjects.”

Call Down Contract Section 4A – Annex B

REDACTED

2. These amendments relate to a 24-month extension with a £199,998 increase in the overall financial limit.
3. Please confirm in writing by signing and returning one copy of this letter, within **15 working days** of the date of signature on behalf of DFID that you accept the variation set out herein.
4. The Contract, including any previous variation, shall remain effective and unaltered except as amended by this letter.
5. Words and expressions in this letter shall have the meanings given to them in the Contract.

Signed by an authorised signatory for and on behalf
of the Secretary of State for International Development

Name:

Position:

Signature:

Date:

Signed by an authorised signatory for and on behalf of
Coffey International Development Ltd

Name:

Signature:

Date:

Appendix A: of Terms of Reference

Schedule of Processing, Personal Data and Data Subjects

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

The completed schedule must be agreed formally as part of the contract with 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	<p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the following status will apply to personal data under this contract:</p> <ol style="list-style-type: none"> 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 33.3 in respect of Personal Data necessary for the administration and/or fulfilment of this contract.

Extension Proposal – September 2019 to August 2021

Suggested outputs for the extension period

An indicative schedule for our outputs under the extension period is presented below and elaborated in Table 1. **The costings for each these outputs are modelled off of comparable milestone costs in our current contract (which includes explanatory footnotes)**, with a programme of work designed to fit within the budget of £200,000 that DFID has allocated to evaluation activities during the extension period. By benchmarking the value of these milestones against the value of comparable milestones from our current contract, our proposed costings will continue to deliver good value to DFID through 2021.

- **Inception Phase:** 1) Additional baseline research and analysis; and 2) Extension programme evaluation design activities, to include a critical review and refinement of the programme ToC as well as comments on the programme logframe (from September – November 2019).
- **Implementation Phase:** 1) One demand-driven ‘deep dive’ case study to be delivered in 2020 on a subject that is defined by DFID and the Steering Committee and completed in time to inform the DFID Annual Review process for TRACE.
- **Final Evaluation Phase:** the 1) design; and 2) delivery of a final evaluation to be completed before August 2021.

Table 1: Indicative output schedule and costings for the 2019-2021 TRACE extension period

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