

Section 4

SPECIAL CONDITIONS

1. **DFID Officials**

1.1 The Contract Officer is:

Redacted
Department for International Development
Abercrombie House
Eaglesham Road
East Kilbride
G75 8EA

Telephone: + 44 1355 84 3224

1.2 The Project Officer is:

Redacted
Department for International Development
Abercrombie House
Eaglesham Road
East Kilbride
G75 8EA

Telephone: + 44 1355 84 4013

2. **Additional Documents to be included in this Contract**

The following documents are included in and form part of the Contract in addition to Sections 1-5 inclusive:

- Your technical proposal dated 10 September 2010.
- Your formal response to the technical issues discussed at the post tender clarification meeting attached as Appendix 1.
- STRIVE Extension proposal dated May 2016

3. **Key Personnel**

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

- Redacted, Chief Executive Officer
- Redacted, Research Director
- Redacted, Co-research Director
- Redacted, Co-research Research Director
- Redacted, Co-research Director (as of 12 June 2017)
- Redacted, Research Uptake Director

4. **Sub-Contractors**

The Supplier has DFID's consent to appoint the following sub-contractors:

- International Centre for Research on Women, Asia
- Karnataka Health Promotion Trust, India
- International Centre for Research on Women, USA
- London School of Hygiene and Tropical Medicine, UK
- Mwanza Intervention Trials Unit, National Institute for Medical Research, Tanzania
- Reproductive Health and HIV Research Unit, South Africa
- The Soul City Institute for Health and Development Communication, South Africa

And all other subcontractors referred to in the technical proposal dated 10 September 2010 and STRIVE extension proposal dated May 2016.

5. **Reports**

The Supplier is required to produce an inception report in the month before the inception phase is due to end. For subsequent years the Supplier will produce annual progress reports. . All project reports will be submitted to the Project Officer at the address shown in Clause 1.2 of Section 4 in accordance with the Terms of Reference at Section 3.

Guidance on the format of the required reports will be provided by the DFID project officer.

Official standard DFID guidance documents on elements of programme management and reporting are likely to be updated during this programme. The Supplier will be expected to work to any new guidance which is produced. Any changes will be communicated by the project officer in a timely manner.

6. **Virement of funds**

DFID permits that a virement of funds up to a limit of 10% within the expenses budget lines is approved as long as the overall financial limit is not exceeded. Virement between partner budgets is not allowed without the prior approval of DFID.

7. **Additional Definitions**

As defined in Clause 5 above, the supplier is required to submit an inception report before the end of the twelve month inception phase. Progress from the inception phase to the delivery phase of the contract is contingent upon DFID and the CAG approving this report. DFID also reserves the right to cancel the contract at this point

Continuation of the programme for all subsequent years will be dependent on DFID's approval of annual progress reports. DFID shall, as a condition of continuing with the contract have the right to request changes to Contract, including the Services, Terms of Reference and Contract Price, to reflect any changes in the work to be done.

The key review points for the Contract are following the completion of the Inception Report and the annual reports as defined in Clause 5 above.

8. **Contract termination**

In addition to the information provided in clause 31.1 of Section 2 in relation to termination of the contract, it is acknowledged that in the event that DFID wishes to terminate the contract, the supplier will be notified in writing.

9. **Medical Insurance**

The Supplier is responsible for ensuring adequate and appropriate medical insurance cover before beginning work overseas under a DFID contract for services. The Supplier's fee is deemed to include an element to cover the cost of medical insurance.

It is not the responsibility of the local DFID office, British Embassy or High Commission to meet the cost of the Supplier's medical care nor to make arrangements for evacuation in a medical emergency, although they will provide assistance if they can. On arrival, the Supplier should report to the DFID local office, British Embassy or High Commission with details of medical insurance arrangements in case of a medical emergency.

10. **Branding**

10.1 The Supplier will collaborate with DFID and proactively look for ways to build support for development and raise awareness of DFID's funding. The Partner will explicitly acknowledge DFID's funding, in written and verbal communications about activities related to the funding, to the public or third parties, including in announcements, and through use, where appropriate, of DFID's "UK aid – from the British people" logo ('UK aid logo') in accordance with DFID standards for use of the UK aid logo, unless otherwise agreed in advance by DFID and in all cases subject to security and safety considerations of the Partner.

10.2 The Supplier will provide a visibility statement of how and when they will acknowledge funding from DFID and where they will use the UK aid logo, which should be approved by DFID. The Supplier will include reference to this in its progress reports and annual reviews.

10.3 Suppliers may use the UK aid logo in conjunction with other donor logos, and where the number of donors to a programme or project is such as to make co-branding impractical, acknowledgement of funding from DFID should be equal to that of other co-donors making contributions of equivalent amounts to the programme or project.

11. **Data Protection**

Further to Clauses 30 (e) and (l) in Section 2 DFID consents to:

- i. The transfer of Personal Data to any Sub-Contractor or Affiliate
- ii. The processing of Personal Data outside the United Kingdom

by the Supplier for the purposes of providing the Services.

Appendix A

DFID Statement of Priorities and Expectations for Suppliers

This Statement sets out the expectations that DFID has of external organisations with which it works, alongside standard elements of good practice. It outlines the activities and behaviours we expect organisations we work with which include policies and practices relevant to DFID and wider HMG priorities. DFID is committed to acting responsibly and with integrity, being transparent and accountable, focusing on poverty and development impact and continually improving value for money.

Partner organisations should demonstrate commitment to poverty reduction and to DFID's priorities including work undertaken in fragile or conflict affected states, for girls and women, youth engagement, climate change and wealth creation.

DFID expects partner organisations to:

1. Act responsibly and with integrity by:
 - a. making available a statement of compliance with key legislation and international principles on labour, social and environmental matters;
 - b. demonstrating commitment through actively seeking and making a positive contribution to development, social and environmental sustainability through its business activities;
 - c. pursuing and adhering to anti-discrimination policies, with particular attention to girls and women;
 - d. applying risk management processes that assure a zero tolerance approach to tax avoidance, corruption, bribery and fraud throughout the supply chain;
 - e. engaging supply chain partners in a way that is consistent with DFID's treatment of its suppliers or partners (when pricing, in subsequent service delivery, or in partnership agreements), and demonstrating this to DFID where required;
 - f. building local capacity by proactively seeking ways to develop local markets and institutions;
 - g. safeguarding the integrity and security of their systems, for example, as per the HM Government Cyber Essentials Scheme¹;
 - h. ensuring that UK Government funding provided is not used in any way that contravenes the provisions of applicable terrorism legislation.

2. Be transparent – in relation to organisational practices and the use of government funding by:
 - a. publishing a statement of how delivery on social and environmental values are articulated;
 - b. making available a list of relevant policies together with a description of measures of how these are put into practice (e.g. supplier codes on fraud & corruption, due diligence);
 - c. demonstrating commitment to ethical codes of conduct, for example through membership/signatory of codes, both directly and within the supply chain, e.g.

¹ as per the HM Government Cyber Essentials Scheme
<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>;

conventions, standards or certification bodies (such as ETI, UNGC, Global Reporting Initiative, Extractive Industries Transparency Initiative), as appropriate;