

Section 4 Appendix A

CALLDOWN CONTRACT

Framework Agreement with: Institute of Development Studies (IDS)

Framework Agreement for: International Multi-Disciplinary Programme Framework Agreement

Framework Agreement Purchase Order Number: PO 8373

Call-down Contract For: Action on Children's Harmful Work in African Agriculture (ACHA)

Contract Purchase Order Number: PO 8566

I refer to the following:

1. The above-mentioned Framework Agreement dated **April 2019**;
2. Your proposal of **14 June 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 **6 January 2020** ("the Start Date") and the Services shall be completed by **5 January 2027** ("the End Date") unless the Call-down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.
- 1.2 There will be a 6-month Inception Phase, followed by a 4.5-year Research Implementation Phase, and a 2-year Dissemination and Engagement Phase focused on research synthesis, dissemination, and agri-business engagement phase.

2. Recipient

- 2.1 DFID requires the Supplier to provide the Services to the **Department for International Development (DFID) Country Offices, DFID Policy Teams, and agri-businesses** ("the Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not exceed **£8,332,757 (Eight Million, Three Hundred and Thirty-Two Thousand, Seven Hundred and Fifty-Seven)** ("the Financial Limit") and is exclusive of any government tax, if applicable as detailed in Annex B. **The total Contract value inclusive of government tax shall not exceed £9,999,309 (Nine Million, Nine-Hundred and Ninety-Nine Thousand, Three Hundred and Nine)**



4. Officials

DFID

4.1 The Contract Officer is:

REDACTED

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 and sub-contractors / consortia

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

REDACTED

5.2 The following sub-contractor / consortia have been approved by DFID for the purpose of this contract;

**University of Bath
Africa Rights Initiative International, Ghana
University of Bristol
University of Ghana – Legon
University of Development Studies – Ghana
University of Sussex**

6. Reports

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

7. Duty of Care

7.1 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 DFID in respect of:
 - II.1. Any loss, damage or claim, howsoever arising out of, or relating to negligence by the Supplier, the Supplier's Personnel, or by any person employed or otherwise engaged by the Supplier, in connection with the performance of the Call-down Contract;
 - II.2. Any claim, howsoever arising, by the Supplier's Personnel or any person employed or otherwise engaged by the Supplier, in connection with their performance under this Call-down Contract.
- III. The Supplier will ensure that such insurance arrangements as are made in respect of the Supplier's Personnel, or any person employed or otherwise engaged by the Supplier are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.
- IV. The costs of any insurance specifically taken out by the Supplier to support the performance of this Call-down Contract in relation to Duty of Care may be included as part of the management costs of the project, and must be separately identified in all financial reporting relating to the project.
- V. Where DFID is providing any specific security arrangements for Suppliers in relation to the Call-down Contract, these will be detailed in the Terms of Reference.

8. Limitation of Liability

- 8.1 The Supplier's limit of liability shall be as provided for in Clause 35.2 of Section 2 (Standard Terms and Conditions) unless a different amount is provided for below in which event that different amount shall apply.

Supplier's Limit of Liability for the purposes of Clause 35.2 shall be "the financial limit"

Where DFID has inserted a figure in this paragraph 8, then the reference to Financial Limit in Clause 35.2 shall instead be a reference to the limit of liability set out here.

9. Monitoring of Call-down Contract Performance

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

10. Commercial Caveats

- 10.1 The following commercial caveats shall apply:
- Fees will only be paid for productive days or whilst travelling at DFID's request.
 - DFID will not pay for a day of rest following travel, either Overseas or in the UK.
 - DFID will only pay for security services which have been mutually agreed in advance and at cost.
 - DFID 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, DFID will only pay for expenses e.g. travel, subsistence and accommodation at actual cost within the pre-agreed policy.

11. Call-down Contract Signature

- 11.1 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.

12. Intellectual Property Rights

Clause 25 of Section 2 of the Framework Agreement shall be deleted and replaced by the following provisions

- 12.1 Save as expressly granted elsewhere under this Call-down Contract:
- 12.1.1 DFID shall not acquire any right, title or interest in or to the Intellectual Property Rights of the Supplier or its licensors, namely:
- (a) the Supplier Background IPR;
 - (b) the Third Party IPR; and
 - (c) Project Specific IPRs.
- 12.1.2 The Supplier shall not acquire any right, title or interest in or to the Intellectual Property Rights of DFID or its licensors, including the:
- (a) DFID Background IPR;
 - (b) DFID Data; and
 - (d) Programme Name and any rights and interests in it at all times.
- 12.2 Where either Party acquires, by operation of Law, title to Intellectual Property Rights that is inconsistent with the allocation of title set out in Clause 25.1, it shall assign in writing such Intellectual Property Rights as it has acquired to the other Party on the request of the other Party (whenever made).
- 12.3 Neither party shall have any right to use any of the other Party's names, logos or trade marks on any of its products or services without the other Party's prior written consent.
- 12.4 Any Project Specific IPRs created under this Contract shall be owned by the Supplier. DFID grants the Supplier a licence to use any DFID Background IPR for the purpose of fulfilling its obligations under this Contract during its Term. The Supplier grants to DFID a perpetual, irrevocable, non-exclusive, assignable, royalty-free licence to use, sub-license and/or commercially exploit any Project Specific IPRs.

- 12.5 The Supplier hereby grants to DFID and shall procure that any relevant third party licensor shall grant to DFID a perpetual, irrevocable, non-exclusive, assignable, royalty-free licence to use, sub-license and/or commercially exploit any Supplier Background IPRs or Third Party IPRs that are embedded in or which are an integral part of the Project Specific IPR Items.
- 12.6 The Supplier shall promptly notify DFID if it reasonably believes that it will be unable to grant or procure the grant of the licences set out in Clause 12.5 above and the Supplier shall provide full details of the adverse effects this may have on DFID's use of the Project Specific IPRs
- 12.7 The Supplier shall, during and after the Term, on written demand indemnify DFID against all Losses incurred by, awarded against, or agreed to be paid by DFID (whether before or after the making of the demand pursuant to the indemnity hereunder) arising from an IPR claim.
- 12.8 If an IPR claim is made or anticipated, the Supplier must at its own expense and DFID's sole option, either:
- 12.8.1 procure for DFID the rights in Clause 12.5 without infringing the IPR of any Third Party; or
- 12.8.2 replace or modify the relevant item with non-infringing substitutes with no detriment to functionality of performance of the Services
- 13. Break Point**
- 13.1 *The contract will be subject to break points after **6 months** and **after 5 years**. **Progression at each break point will be subject to acceptance of deliverables and satisfactory performance of the Supplier.***
- 13.2 *Progression to the Implementation Phase will be dependent on the effective delivery of Inception Phase outputs, satisfactory performance of the Supplier, and DFID's agreement on work plans and costs.*
- 13.3 *Progression to the final two years of the programme after Year 5 will be dependent on the effective performance of the Supplier over the previous 5 years, quality of research conduct and outputs, DFID's agreement to the workplan for research dissemination and agri-business engagement, and DFID's assessment of continuing value for money and financial context.*
- 14. Scale Up / Down**
- 14.1 The Supplier shall commit to being fully prepared in the event any decision is made to scale up (increase) or scale down (decrease) the scope of the programme. DFID reserves the right to scale back or discontinue this programme at any point if it is not achieving the results anticipated.
- 14.2 DFID may also scale up and/or extend the programme (subject to internal DFID approvals) should it prove to be having a strong impact and has the potential to yield better results.



Department
for International
Development



For and on behalf of
The Secretary of State for
International Development

Name:

Position:

Signature:

Date:

For and on behalf of
Institute of Development Studies

Name:

Position:

Signature:

Date:

Section 4, Appendix A, Annex A

Terms of Reference:

PO 8566

Action on Children's Harmful Work in African Agriculture (ACHA)

A. Introduction

1. The Department for International Development (DFID) leads the UK government's effort to fight global poverty. DFID is seeking to contract a Supplier to design, manage, and implement a seven-year multi-country research programme on harmful children's work in African agriculture.
2. In September 2018, DFID approved an investment of up to £10m over 7 years (2019-2026) to fund new operationally relevant research to inform action on children's harmful work in African agriculture.
3. The Action on Children's Harmful Work in African Agriculture (ACHA) programme will build evidence on the forms, drivers, and experiences of harmful children's work and effective preventative interventions. Pathways to impact will be established through engagement with agri-businesses to disseminate the evidence generated, improve capabilities, and implement preventative interventions through sustainable business models to create conditions for children to thrive.

B. Key Background

4. Child¹ labour is defined by the International Labour Organisation (ILO) as '**work that deprives children of their childhood, potential and dignity, and that is harmful to physical and mental development**'. Detailed background information on child labour can be found in Annex A.
5. DFID endorses the three international conventions on child labour:
 - 1973 - International Labour Organisation (ILO) Convention 138 on Minimum Age
 - 1989 - UN Convention on the Rights of the Child
 - 1999 - ILO Convention 182 on the Worst Forms of Child Labour
6. DFID understands 'children's work' as a continuum from activities that are developmentally beneficial to work that is harmful. The ACHA programme takes action on the latter. This includes forms of work that are mentally, physically, socially, or morally harmful to children, or that disrupt educational attendance or attainment, including (but not limited to) the worst forms² of child labour. Whether work is harmful depends on three factors: 1) the activities conducted; 2) how employment is organised; and 3) associated social relationships.³
7. This programme takes action on harmful children's work in African agriculture. '**Agriculture**' includes high value and staple crops, pastoralist, livestock, and fishing sectors, and across value chains including production, processing, and distribution.

¹A 'child' is defined as someone under 18 years of age.

² The UK adheres to the ILO definition of the worst forms of child labour, including child slavery, trafficking, debt bondage, serfdom, forced labour, including forced recruitment for use in armed conflict, prostitution, pornography, and hazardous work (these are all considered forms of modern slavery). The consent of any child under 18 years of age to any of these activities does not alter its classification as modern slavery.

³ Orkin, K. (2010) 'Is it in the child's best interests? Legislation on children's work in Ethiopia' Journal of International Development 22: 8, pp. 1102-1114.

8. **Around 70% of child workers worldwide are found in the agricultural sector.** The share of child labour found in agriculture increased between 2012 and 2016, while it decreased in the manufacturing sector.⁴ Children conduct a wide range of tasks on large-scale commercial farms, small-scale family farms, and in pastoral and fishing systems, and at different stages of value chains including primary production, processing and distribution. Progress in reducing harmful children's work in agriculture has been slow, and it has been identified by the International Labour Organisation's International Programme on the Elimination of Child Labour (ILO-IPEC) as a priority sector.
9. **There is a dearth of evidence on the forms, drivers, and interventions to prevent harmful children's work in African agriculture.** This is in comparison to South Asia where harmful children's work has been more studied. Stalling progress⁵ and the specific characteristics⁶ of children's work in African agriculture necessitates research to build evidence and develop innovative approaches to prevent harmful children's work. The lack of evidence stifles effective action and threatens the achievement of Sustainable Development Goal 8.7⁷ to end child labour by 2025.
10. **Crucially, well-meaning but poorly designed policies and actions that have not been informed by robust evidence have led to extremely negative outcomes for working children.**⁸ The ACHA programme aims to address this by generating high quality evidence on:
 - The forms of harmful work that children do in African agriculture, children's differentiated experiences of work, and its drivers;
 - Effective interventions to prevent children's harmful work;
 - How agri-businesses⁹ can act to prevent harmful children's work in their value chains.
11. This programme **will establish DFID as a global leader in this area through high quality research and stimulation of coordinated action.**
12. ACHA will focus on pathways to impact through **engaging agri-businesses** to build knowledge and capabilities to act on harmful children's work. The programme will identify sustainable business models, effective interventions, and the use of innovative technologies for agri-businesses to create conditions for children to thrive and help unlock a demographic dividend in sub-Saharan Africa.
13. Much harmful children's work in African agriculture occurs on family farms and is closely connected with poverty. This means that interventions to remove children from harmful work risk taking away key sources of income without dealing with core drivers.¹⁰ This programme will therefore focus on **encouraging positive interventions by agri-businesses** to understand how harmful children's work may occur in their value chains, and act to improve child and household welfare, provide safety nets, and create opportunities for appropriate education and decent employment.

⁴ ILO (2017) Ending Child Labour by 2025: A review of programmes and policies. Geneva; ILO

⁵ While the rate of child labour decreased steadily in most regions from 2012 to 2016, in Africa this was not the case. The prevalence of child labour in Africa is the highest of all the regions. Africa's share of global child labour increased significantly from 34.2% in 2012 to 52.4% in 2016.

⁶ A larger proportion of child workers are found in agriculture in Africa (85%) than in Asia (52%). There is also a larger proportion of younger child labourers aged 5-11 years in Africa than in Asia.

⁷ Sustainable Development Goal 8.7: Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms.

⁸ In the garment sector in Bangladesh, for example, the curtailment of children's employment after widespread negative media coverage and consumer boycotts in the 1990s led to many children suffering increased poverty and exploitation. Rather than attending school, children often ended up in work that was less secure, less lucrative, and more harmful. See: Rahman, M.M., et al. (1999) 'Child labour in Bangladesh: A critical appraisal of Harkin's Bill and the MOU-type schooling program.' Journal of Economic Issues, 33:4, pp. 985-1003.

⁹ 'Agri-business' refers to both large multi-national agri-businesses and small and medium sized enterprises.

¹⁰ Edmonds, E.V. (2016) Economic Growth and Child Labor in Low Income Countries. GLM/LIC Synthesis Paper No. 3.

C. Programme Objectives and Impacts

14. The ACHA programme sits firmly within the cross-governmental **New Strategic Approach for sub-Saharan Africa**.
15. The programme aligns with a series of **new programmes by DFID aiming to address modern slavery and child labour**, including the Asia Regional Child Labour Programme, and the UK Aid Connect Child Labour window. Together, these programmes deliver on commitments to take action on modern slavery and child labour.
16. After 7 years the programme will have delivered:
 - A substantial contribution to global public goods on the forms of harmful children's work in African agriculture;
 - Evidence on effective interventions for scale-up in collaboration with DFID Country Offices and agri-businesses;
 - Improved capabilities of agri-businesses to effectively and positively act on harmful children's work in their value chains.
17. The **outcomes** will be that policies and interventions are better designed and targeted at the forms of harmful work children do in African agriculture and how to effectively create conditions for children to thrive. This will avoid misguided actions that worsen working conditions and prospects for children.
18. The ultimate **impacts** will be a reduction in the number of children in harmful work and the prevention of future harmful children's work in African agriculture. This will contribute to Sustainable Development Goal 8.7 and the elimination of child labour by 2025. The programme will facilitate the creation of conditions for children and youth to thrive and reach their potential, which will contribute to the unlocking of a demographic dividend in Africa.
19. The ACHA programme will deliver a range of activities under three objectives, which correspond to the three components of the programme:
 - a) *To Inform targeted action by generating evidence on the forms, drivers, and experiences of harmful children's work in African agriculture through*
 - Country-based surveys including both qualitative and quantitative aspects.
 - Focuses on gender, mental and physical health and disability, educational status, and nutrition.
 - Data disaggregated by factors including age, gender, geography, ethnicity, disability, crop type, and production methods.
 - Participatory and child-focused elements.
 - Examining whether the forms of work that children do are affected by broader processes of rural change e.g. climate change, rural-urban migration, HIV/AIDS, protracted crises, and integration into supply chains.
 - Examining how children's work fits with broader household incomes and livelihoods.
 - b) *Investigate which interventions are effective in preventing harmful children's work in agriculture and creating conditions for children to thrive.*
 - Suggested focus areas include education and social protection, but other intervention areas will be considered, and bidders are encouraged to be innovative.
 - Adaptive pilots of innovative interventions (and combinations of interventions) to address the drivers of harmful children's work in agriculture.¹¹
 - Impact assessments of these new pilots and pre-existing interventions.

¹¹ Bids proposing to focus partly or wholly on evaluating existing pilots of interventions rather than establishing new pilots would be considered, if a strong and justified case is made.

- Successful interventions identified for scale-up by Country Offices and agri-businesses.
- c) *Disseminate learnings, build relationships, and enhance capabilities of agri-businesses to prevent harmful children's work in agriculture and create conditions for children to thrive.*
- Targeted dissemination of evidence generated in components 1 and 2 to raise awareness on the forms of harmful children's work in African agriculture and effective interventions to prevent it.
 - Analysing how harmful children's work may occur in particular value chains.
 - Generating evidence on how agri-businesses can use innovative technologies and business models to monitor and respond to harmful children's work in their supply chains; provide decent jobs; and create conditions for children to thrive.
 - Building a sustainable and open access knowledge bank for agri-businesses (and DFID programmes engaging agri-businesses) on issues relating to harmful children's work in African agriculture. Suppliers should lay out how this will be achieved with potential costings and considerations of open data and open access.

D. Deliverables

20. Research outputs are expected to build on the existing global evidence base, deepen analysis, take research in new directions, and fill evidence gaps.
21. The Supplier's communications and publications strategy will be expected to target diverse audiences through a variety of media including articles in leading peer-reviewed journals, methods papers, working papers, policy briefs, social media, video content, and participation and presentation of results in key national and international policy and practitioner meetings.
22. To maximise ease of dissemination and uptake, all outputs must be written in a 'plain English' style that can be readily understood by development generalists. They should also be translated, in an accessible form, into other languages as appropriate.
23. The Supplier is expected to build on, contribute to, and strengthen existing networks, communication channels, and evidence resources such as websites and portals. Where this is not possible, the Supplier should establish their own. Bidders should specify their proposed approach.

Inception Phase Deliverables:

24. The research programme will have an **Inception Phase of six months**, during which detailed work-plans and budgets may be refined (in line with the proposal and indicative budget set out in the tender) and study countries and value chain focuses will be finalised.
25. **During the Inception Phase the Supplier will:**
 - Complete hiring and contracting;
 - Consult with key stakeholders (including southern partners);
 - Refine the Theory of Change and produce a draft Logical Framework;
 - Develop a risk register and refine the risk and mitigation framework;
 - Establish focus countries and value chains, and teams to conduct the research;
 - Conduct initial research to assess the scope for undertaking innovative research on harmful children's work in African agriculture;
 - Undertake early evidence reviews/scoping papers;
 - Produce a detailed work plan that sets out key milestones for the next phase of work and indicative milestones for subsequent phases.
26. All the above will need to be approved by DFID.

27. During the inception phase, DFID will expect and welcome regular dialogue (see Reporting, paragraphs 70 to 73) with the Supplier to give confidence that suitable progress is being made. Two reports will be expected:
- a) **Mid-inception report:** at the mid-point of the Inception Phase the Supplier will provide a concise report. A formal meeting will be organised between key DFID staff and the Supplier to discuss the report and the direction of the programme. The mid-inception report will follow the outline below for the final inception report and provide an update on each area.
 - b) **Final inception report:** Two weeks before the end of the inception phase the Supplier must submit a final inception report to DFID. It is expected that an initial draft would be shared before this deadline. The final inception report will be developed through engagement with all Supplier partners and, where relevant, additional stakeholders. DFID will review the report in the final two weeks of the Inception Phase and will hold a meeting with the Supplier to discuss the report and finalise the implementation strategy for the programme. The report (including annexes) will include, but is not necessarily limited to:
 - Synthesis of current evidence on harmful children's work in African agriculture and evidence gaps; national policies on harmful children's work; agri-business approaches to harmful children's work; and innovative research methodologies.
 - Detailed research framework including a: clearly described Theory of Change demonstrating how the research will lead to impact; research approach and hypotheses/questions; and research methodologies to be used with consideration of appropriate research ethics.
 - Details for implementation of country level research.
 - Research uptake strategy, including plans for:
 - Targeted evidence dissemination in different forms for different audiences e.g. peer reviewed academic articles, toolkits, briefs, workshops;
 - Stakeholder engagement, including stakeholder mapping to identify the main organisations and processes which influence policy-making in a specific area;
 - Engagement with agri-businesses in focus countries;
 - Capability building with agri-businesses;
 - Monitoring and evaluation of uptake.
 - The Supplier's approach to Open Access publishing.
 - Monitoring and evaluation framework, including log-frame and risk management plan.
 - Final workplan and budget breakdown.
 - Leadership and management of the programme, including establishment of the Programme Steering Committee.
28. There will be a break point in the contract at the end of the 6-month Inception Phase, see paragraphs 96- 98.

Research Programme Deliverables:

29. **After the Inception Phase, the programme has been split into two phases:**
- Rest of Year 1 – End of Year 5: Research Implementation Phase:
 - Component 1: Surveying
 - Component 2: Impact assessing preventative interventions
 - The Supplier should propose and justify whether components 1 & 2 will be conducted in sequence or in parallel.
 - Years 6-7: Dissemination and Engagement Phase
 - Component 3: Research dissemination and engagement with agri-businesses

30. **The key expected outputs over the 7 years (2019-2026) include, but are not limited to:**
- The implementation of methodologically rigorous and high-quality research, and generation of policy relevant evidence, on children's harmful work in African agriculture, interventions to reduce and prevent harmful children's work, and support for agri-businesses to act on harmful children's work.
 - Research in 3 or more countries or a regional area that includes 1) surveying on forms, drivers, and experiences of harmful children's work; and 2) piloting and assessing preventative interventions; 3) evidence-based, clear, operationally relevant, and accessible messages for agri-businesses and, wherever possible, practical solutions and toolkits that are underpinned by strong empirical evidence;
 - High-quality and peer-reviewed publications and research outputs on the research themes. The number and format of these publications will be developed in the logframe during the Inception Phase.
 - Activities to promote exchange and collaboration among researchers, donors, and agri-business practitioners working on harmful children's work in African agriculture;
 - Advancement and innovation in research methods and development of technical guidance for approaching sensitive issues like harmful children's work in African agriculture;
 - Effective management of the overall programme, including technical expertise, financial management, risk management, duty of care, safeguarding, research ethics, and monitoring and evaluation.
 - Effective management of partnerships and governance, including relationships with DFID Country Offices and centrally managed programmes, country research partners, external partners, and research stakeholders and participants.
31. Research outputs should be presented in clear, succinct, and accessible language; and with new findings situated within the context of the existing body of research evidence. Publications and research outputs made available in accordance with DFID's Research Open and Enhanced Access Policy.¹²

Responsive Window

32. As this is a new area of research a degree of flexibility and adaptive programming is deemed necessary to enable the Supplier to follow up research avenues that surface during the programme or react to changing circumstances that were not envisaged at the outset. The 'Responsive Window' will be used to respond to demand-led research opportunities that may arise during the implementation phase. This is designed to promote innovative thinking and responsiveness to emerging evidence and changing circumstances.¹³
33. The responsive window will be accessible to the Supplier during the main research period after the Inception Phase to Year 5. £700,000 will be available to be used through the course of the programme in a demand-led style. Bidders must outline their approach to managing the funds in their bid. Process and approval for use of the responsive window will be clarified and agreed between DFID and the Supplier during the Inception Phase. If the budget set aside for this is not utilised in full DFID reserves the right to reallocate the funds within the programme.

¹² <https://www.gov.uk/government/publications/dfid-research-open-and-enhanced-access-policy>

¹³ Responsive windows have been used effectively for a similar purpose in other DFID programmes, for example Leveraging Agriculture for Nutrition in South Asia (LANSA).

34. Potential structures for use of the responsive window could include:
- Grant competitions run by the Supplier;
 - Bringing additional organisations into the Programme;
 - Pursuing new avenues of research.
35. If the structure agreed is to run grant competitions it is expected that the Supplier will apply high levels of quality assurance and peer review when using the Responsive Window, and in the implementation and reporting on its use. Any use of the Responsive Window will need to be agreed with DFID in advance through the Programme Steering Committee. The Supplier will be responsible for managing a fair and transparent competition and any conflict of interest when dispersing funding through the Responsive Window. Any potential conflict of interest should be presented to the Programme Steering Committee in advance of use of the Responsive Window.

E. Methods

36. The indicative research questions (outlined in Annex A) will require a **combination of research disciplines and methods and will involve substantial fieldwork**. This should include quantitative and qualitative analyses using in-depth structured and semi-structured interviews, life histories and personal narratives, participant observation, ethnography, and focus group discussions that include participatory exercises and open discussions. Research questions should be refined and agreed during the Inception Phase.
37. Carefully designed **participatory research with children** will be expected. It is important to consider the child's own agency and perspectives, and how this can shape a development intervention.
38. Suppliers are encouraged to develop **innovative methodologies for approaching sensitive issues** (children's work, gender, and disability) with children and their families, communities, and agri-businesses. For disability, DFID encourages the use of the Washington Group/UNICEF Child Functioning Module.¹⁴
39. We recognise that the nature and content of this programme may preclude the use of experimental methods, for example randomised control trials (RCT). **RCTs are not expected as part of the research methodology** unless a strong case can be made for their inclusion.
40. Research quality: We recommend that bidders examine DFID's public documents on assessing research quality.¹⁵ The Supplier will be expected to define and implement a **strategy for maximising research quality**, which will be finalised with DFID during the Inception Phase. DFID will assess the quality of research outputs at each Annual Review. This includes ensuring the quality of intermediate outputs such as working papers, that are made publicly available, as well as articles in peer-reviewed journals.
41. Open Access and Open Data: The programme will include substantial fieldwork to generate new data. Datasets generated – both quantitative and qualitative – are expected to be anonymised and be **made public according to the terms of DFID's Open and Enhanced Access Policy**¹⁶ where it is feasible to do so and where this would not cause undue harm to researchers, research subjects, or communities of which they are a part. DFID expects articles in journals and books to be published open access, except where the cost would be prohibitive. The Supplier should specify how this will be achieved, with costings.

¹⁴ <http://www.washingtongroup-disability.com/washington-group-question-sets/child-disability/>

¹⁵ See https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/291982/HTN-strength-evidence-march2014.pdf and http://www.civilservice.gov.uk/wp-content/uploads/2011/09/Quality-in-qualitative-evaluation_tcm6-38739.pdf. DeJaeghere, J., Morrow, V., and Schowengerdt, B., (2019) Guidance Note on Qualitative Research in Education: Considerations for best practice.

¹⁶ <https://www.gov.uk/government/publications/dfid-research-open-and-enhanced-access-policy>

42. Suppliers will be expected to provide information on proposed research approaches and methodologies. Details of approaches and methodologies will be finalised during the Inception Phase.

F. Geographical and value chain focus

43. The programme will operate in **three or more countries in sub-Saharan Africa**. Priority should be given to DFID focus countries (see Annex B for an indicative list). These countries may be within one region, or in different regions, but the selection and approach must be justified. Cross-country comparisons and lesson sharing are encouraged.
44. **DFID is interested in understanding how children's work is affected by conflict and humanitarian settings**. This is particularly important as by 2030 it is estimated that >80% of the world's poorest could be living in fragile and conflict affected states (FCAS).¹⁷ Where feasible, a focus on a fragile and conflict affected context should be included, with hypotheses of how fragility may affect harmful children's work in that context. This includes work in fragile states that are experiencing conflict or protracted humanitarian situations, and more stable states affected by an emergency or conflict, either across the country or within a particular region. See Annex B for a list of fragile and conflict affected states. DFID accepts that working in fragile and conflict affected contexts can impose additional constraints and this will be taken into consideration when assessing bids.
45. The research programme will **engage closely with DFID Country Offices and relevant centrally managed programmes** to ensure pathways to impact for the research outputs. Building relationships with DFID Country Offices will also enable the research programme to analyse information generated by ongoing DFID agriculture programmes and leverage their relationships with agri-businesses. With Agriculture Research Team support, we expect the Supplier to discuss with DFID Country Offices on the level of engagement in the programme, for example ranging from 'active participation' to 'no objection'.
46. **DFID Country Offices have been consulted in the design of this research programme**, and a number expressed an interest in being involved in this research, to varying extents of participation. These include Ethiopia, Ghana, Malawi, Sierra Leone and South Sudan. These are, however, only suggestions, and proposals focused on countries where there has been little past research on the topic are encouraged. The Supplier should **propose and justify indicative country or regional focuses** in the tender, along with their capabilities to deliver. This will be finalised during the Inception Phase.
47. The programme will be **cross-sectoral** and will involve engaging with DFID advisers and experts on e.g. children's work, public health and nutrition, education, social protection, agriculture, and livelihoods.
48. The Supplier should also **engage with other government departments**, for example the Foreign and Commonwealth Office and Department for International Trade in focus countries to ensure cross-government alignment.
49. Country-specific activities should be implemented, wherever possible, with **in-country research and civil society organisations** that can provide in-depth knowledge of the cultural context, policy and business environment, key evidence gaps, and provide support in building relationships with stakeholders.
50. The programme will look at **a range of types of value chain**, ideally covering at least two of: staple crops, high value crops, livestock and pastoralism, and fishing. This is not an exhaustive list, and proposals focusing on value chains where there has been little previous research are welcomed. Inclusion of value chains of relevance to UK consumers and neglected subsectors are encouraged. The Supplier should provide indicative value chain

¹⁷ OECD (2018) States of Fragility 2018. Paris: OECD Publishing.

focuses and their capabilities to deliver on these. These will be finalised during the Inception Phase.

51. There are **certain value chains that the UK Government does not support as part of aid programmes**. The reasons for this might be political, economic, or social. The programme should not focus on luxury goods. While 'luxury' is subjective, the following should be considered ineligible for aid funding: alcoholic beverages, manufactured and unmanufactured tobacco, fur skins (raw, tanned or dressed), pearls, and precious and semi-precious stones.

G. Recipients

52. The programme will produce operationally relevant research that is a global public good. It will be targeted to **DFID Country Offices, DFID Policy Teams, and agri-businesses** to influence decisions on strategic investment, business models, policy, and programming to improve development outcomes for children in the African agriculture sector.
53. Anticipated users of the research findings include DFID staff, agri-businesses in focus countries and sectors, national policy makers in the focus countries, international bodies and initiatives (e.g. ILO and UNICEF) as well as donors, civil society organisations, the wider research community, and the media.

H. Programme Management and Governance

54. The Supplier responsible for delivering this programme will be expected to bring together a multidisciplinary team or consortium which includes African researchers and institutions. Composition of country research teams and scale and scope of work at the country level will be discussed and agreed during the Inception Phase.
55. The Supplier will be responsible for the strategic direction and overall management and delivery of the programme, including financial, procurement, and risk management as well as being responsible for monitoring and reporting, and ensuring effective partnerships in its operations.
56. The Supplier will need personnel that between them cover a wide range of skills and experience including: African agriculture sector specialists; researchers with experience working with children; political economy experts; public health and disability expertise; education expertise; researchers with local contextual knowledge; organisations with experience engaging with agri-businesses; and research managers.
57. DFID is of the view that the role of Research Manager will be particularly important. In DFID's experience, good Research Managers are people who can: build a consortium, including negotiation and sub-contracting; manage complex programmes, including financial and progress reporting; provide quality assurance; and understand and mitigate risk.
58. It is expected that the Lead Supplier will participate in at least one element of programme implementation. The Lead Supplier will have oversight of programme delivery by any other partners/consortium members. The Lead Supplier should have substantial experience in managing large scale research programmes in Africa and in delivering high quality, academic research outputs. Roles and responsibilities within any consortium will be discussed and agreed during the Inception Phase.
59. The Supplier is encouraged to **consider innovative partnerships** in the delivery of this programme. This could include academic and research institutes, international organisations, civil society, and commercial organisations. Partnerships with African research institutes are strongly encouraged.

60. DFID is of the view that to deliver this programme an international consortium bringing together a range of partners will be needed to ensure that the necessary skills and competencies are brought into the programme. However, DFID are open to considering other options should the Supplier be able to demonstrate that it can deliver the programme objectives.

Programme Management and Governance

61. **It is the responsibility of the Supplier to establish a governance structure and arrangements that meet the need of the programme, including:**
- A clear management and governance structure for ensuring effective partnership across the research programme;
 - A clear risk strategy;
 - Demonstration of financial management capacity, value for money, and fiduciary risk management;
 - A clear strategy for communication and reporting to DFID;
 - The production of high quality and quality assured primary research.
62. The Supplier will propose an appropriate team structure to develop the research strategy and ensure coordination and coherence between all themes.
63. During the Inception Phase, the Supplier will establish a non-executive Programme Steering Committee (PSC). The PSC will not make executive decisions, but will advise on strategy, taking an overview of the programme and its progress. The Supplier will develop PSC Terms of Reference and prospective membership in consultation with DFID and provide secretariat support to the PSC.
64. Responsibilities of the PSC will include:
- Technical advice on design and delivery of components;
 - Review of the Inception Report and Research Report and provide advice to the DFID Senior Responsible Owner (SRO).
 - Technical advice on key outputs;
 - Opportunities and strategies for synthesis and uptake; and will
 - Provide a challenge as well as a Quality Assurance function.
65. DFID will be a member of this PSC but will not be bound to act on its advice. Other members could include respected international figures from the research, civil society, and agri-business communities. Executive authority, including all final decisions regarding budgets, work plans and strategy, will be retained by DFID.
66. The PSC will be expected to meet half-yearly and/or at key milestones. It will receive and discuss proposed work plans, review activities and progress (including draft research outputs) and discuss any significant issues that require input from the PSC members. The PSC will review the Inception Report at the end of the 6-month Inception Phase and the Research Report after Year 5.

DFID Management and Governance

67. The programme will be managed by the DFID Agriculture Research Team in the Research and Evidence Division (RED). The Senior Responsible Owner (SRO) will be a Livelihoods Adviser in the Agriculture Research Team and will be supported by a Deputy Programme Manager (DPM).
68. In coordination with the Supplier, DFID will establish an **ACHA Advisory Committee (AAC)** to meet yearly, and/or at key milestones. Membership is likely to include the DFID

SRO, DPM, and relevant advisers from across DFID including Country Offices.¹⁸ This group will not make any executive decisions, but will provide a forum for sharing research outputs across DFID, evaluating progress and direction of the programme, ensuring continued fit with DFID priorities, and providing pathways for putting research outputs into use through DFID programming. The AAC has the right to review ACHA reports and documentation, and to call on the Supplier to discuss programme performance, activities, and research findings at meetings.

69. The AAC will be formed during the Inception Phase and will internally review the Inception Report and Research Report.

Contractual and reporting requirements

70. The Supplier will be expected to produce Annual Reports using DFID's standard format. This will form the basis of the programme's Annual Review. DFID carries out Annual Reviews of all its programmes to assess progress against the objectives contained in the logframe, and to check if the programme is on track or if any adjustments need to be made. This will be supplemented by short quarterly updates, which will be followed by a teleconference to discuss progress and issues.
71. The Supplier will be required to deliver effective financial management and will need to demonstrate value for money at all stages of the 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 value for money measures integrated into the programme and this will be assessed during DFID Annual Reviews.
72. The Supplier will maintain regular dialogue with DFID's programme management team, guided by DFID's Procurement and Commercial Department, to ensure compliance with all terms and conditions set out in the contract before formal agreement is sought from DFID's contract office. This includes on best practice financial management, including timely and accurate financial forecasting and invoicing and cost control; and effective contract management, including early notification on any proposed changes to the contract.
73. All reporting requirements will be agreed between DFID and the Supplier on agreement of the contract.

I. Supplier Requirements

Personnel

74. The Supplier is expected to have a strong track record (demonstrated experience and expertise) in the following technical and managerial areas:

a) Programme implementation and management

- Designing and managing complex, multi-disciplinary, multi-country research programmes, including evidence synthesis, mixed methods approaches, and research uptake.
- Strong expertise in engaging with agri-businesses, and strategies for engagement.
- Specialist expertise in the African agriculture sector; children's work and preventative interventions; political economy analysis; public health and mental and physical disability expertise; and if possible also nutrition.
- Expertise in quantitative and qualitative research methodologies.

¹⁸ Members could include the SRO for the Asia Regional Child Labour Programme; representatives from the Agriculture Team in the Growth and Resilience Department, the Protecting Children's Hub, Education Research Team, and the Migration and Modern Slavery Department; and representatives from relevant Country Offices.

- Experience in conducting research with children and on agricultural livelihoods in Africa.
- Relevant experience of overcoming difficult research challenges and experimenting with innovative methodologies.
- Leadership capacity to innovate, maintain operational flexibility, monitor delivery, assure performance, incentivise cross-disciplinary working, ensure programme coherence, represent the research programme to external audiences, and be directly accountable for programme performance to research funder.

b) Delivery of high-quality research outputs

- Designing and implementing quality assurance and peer review processes for research production.
- Research communication, including use of social media.
- Research publication including peer-reviewed journals and other research products.
- Demonstrated use of plain English in research outputs.

c) Involvement of southern partners in planning and implementation of research programmes

- Research delivery through multi-country consortia or networks, including southern (where feasible) and northern researchers and other partners and contractors.
- Quality assurance of delivery by multi-country partners.

d) Getting research into use, i.e. delivering and effectively communicating well-grounded policy advice to achieve impact

- Developing and implementing effective research uptake strategies, including demonstrating impact.
- Leading the synthesis of new knowledge with existing knowledge to produce usable products with clear advice for agri-businesses in developing countries;

e) Effective financial and technical management of multi-country research programmes.

- Design and implementation of financial management and administration systems for research programmes, including due diligence, safeguarding, duty of care, legal and other compliance, and management of fiduciary risk.
- Designing and implementing a fair and transparent competitive process to commission research such as research grant competitions.
- Framing and demonstrating value for money in research.

75. The Supplier should demonstrate how they will meet the above criteria and how this will be sustained throughout the lifetime of the contract.

J. Upholding DFID Standards

Research Ethics

76. It is essential that the any research conducted under this programme adheres to appropriate ethical practices. Implementing partners should adhere to **clear, best practice ethical guidelines and academic ethics protocols** (e.g. confidentiality, disclosure, adequate and informed prior consent, explicitly ensuring 'do no harm'). The Supplier will be required to demonstrate adherence to DFID research and ethical guidelines.¹⁹
77. Strengthening ethical practice for research should form a part of any capacity building efforts. All research team members and members of organisations involved in programme

¹⁹ <https://www.gov.uk/government/publications/dfid-ethics-principles-for-research-and-evaluation>

delivery should be carefully selected and receive specialised training and on-going support in research ethics.

78. Allied to ensuring best practice in research ethics, we expect the Supplier to ensure that clear ethical standards in research management are established, communicated, complied with, and monitored, including in relation to financial management and people management, by all agents involved in research delivery and particularly all recipients of UK aid funds.

International Development Act (Gender Equality) 2014

79. The Supplier will uphold the **UK International Development (Gender Equality) Act 2014** throughout its operations and is expected to give due consideration to gender equality throughout its activities to empower and protect women and girls and support gender equality. The Supplier will be expected to monitor, evaluate, and address the intended and unintended impacts of interventions on women and girls where relevant. The Supplier will be required to demonstrate how they will ensure gender equality throughout all activities. Details will be finalised during the Inception Phase.

Environmental Considerations

80. The Supplier should ensure due consideration is given to the environmental impact of all work undertaken, both in terms of minimising any direct negative impacts, and the extent to which research findings contribute to positive environmental management.
81. Specific attention should be paid to ensuring individuals travel by economy class and reducing carbon footprint through, for example, using recycled paper and minimising printing and other waste. Where possible, the Supplier should assess the value for money of using digital technologies for communication to avoid excessive travel.

Safeguarding

82. All organisations working with - or coming into contact with – children should have safeguarding policies and procedures to ensure that every child, regardless of their age, gender, religion, or ethnicity, can be protected from harm. Details of DFID expectations are available here: <https://www.gov.uk/government/publications/dfid-enhanced-due-diligence-safeguarding-for-external-partners>.
83. Suppliers should consider labour rights abuses, child rights abuses, and preventing sexual exploitation, abuse, and harassment (PSEAH) at every stage of the programme cycle. This should feed into the Programme Risk Framework, the design of the programme, and its implementation. This should be dynamic to ensure responsiveness to emerging risks.
84. Suppliers should have appropriate policies and procedures in place to expressly prohibit sexual exploitation and abuse, and physical and emotional violence. This includes protocols for reporting and addressing such acts
85. The Supplier should keep DFID updated on safeguarding issues in their reporting and whenever new risks arise.

Do No Harm

86. DFID requires assurances regarding protection from violence, exploitation and abuse through involvement, directly or indirectly, with DFID suppliers and programmes. This includes sexual exploitation and abuse, but should also be understood as all forms of physical or emotional violence or abuse and financial exploitation. The programme is targeting a highly sensitive area of work.

87. The Supplier must demonstrate a sound understanding of the ethics in working in this area and applying these principles throughout the lifetime of the programme to avoid doing harm to beneficiaries. The supplier will be required to include a statement that they have duty of care to informants, other programme stakeholders and their own staff, and that they will comply with the ethics principles in all programme activities. Their adherence to this duty of care, including reporting and addressing incidences, should be included in both regular and annual reporting to DFID.

Disability

88. For DFID, disability inclusive development means that people with disabilities are systematically and consistently included in, and benefit from, international development.
89. ACHA aims to **explore how children's harmful work intersects with disability**, for example whether children living with disabilities do different work to non-disabled children; whether children become disabled through work; and the forms of work that children do in households with disabled adults. This includes a focus on mental health as well as physical health, both in childhood and moving into adulthood. Suppliers should outline their approach to disability inclusion and how people with disabilities will be consulted and engaged throughout the project.

General Data Protection Regulations

90. Please refer to the details of the GDPR relationship status and personal data (where applicable) for this project as detailed in
- 91.
- 92.
93. **Annex D** and the standard clause 33 in section 2 of the contract.

Delivery Chain Mapping

94. Delivery chain mapping is a process that identifies and captures, usually in visual form, the name of all partners involved in delivering a specific good, service, or charge, ideally down to the end beneficiary. It should also include the actions and activities required to manage regular and exceptional risk throughout the network to reduce exposure and vulnerability.
95. Suppliers must also be able to demonstrate a full and comprehensive approach and methodology for undertaking due diligence and taking on the risk management of all downstream delivery partners. DFID may request specific audits of the project and all project partners to be undertaken.
96. In advance of any release of funds, suppliers will be required to produce a delivery chain risk map which should, where possible, identify all partners (funding and non-funding e.g. legal/contributions in kind) involved in the delivery of a programme. Risk maps should be reviewed and updated periodically, in line with agreed programme monitoring processes and procedures. As a minimum, it should include details of:
- The name of all downstream delivery partners and their functions.
 - Funding flows (e.g. amount, type) to each delivery partner
 - High level risks involved in programme delivery, mitigating measures and associated controls.

K. Timeframe

97. The programme is expected to take place over **seven years**.

98. It is envisaged that the programme will commence in FY 2019/2020. There will be a 6-month Inception Phase, followed by a 4.5-year Research Implementation Phase, and a 2-year Dissemination and Engagement Phase focused on research synthesis, dissemination, and agri-business engagement phase. Transition between these phases will be subject to approvals, programme and supplier performance, and DFID acceptance of deliverables, including but not limited to the Inception Phase Report after 6 months and the Research Report after Year 5.

L. Break Points

99. The contract will be subject to break points after **6 months** and **after 5 years. Moving forward at each break point will be subject to acceptance of deliverables and satisfactory performance of the Supplier.**
100. Progression to the Implementation Phase will be dependent on the effective delivery of Inception Phase outputs, satisfactory performance of the Supplier, and DFID's agreement on work plans and costs.
101. Progression to the final two years of the programme after Year 5 will be dependent on the effective performance of the Supplier over the previous 5 years, quality of research conduct and outputs, DFID's agreement to the workplan for research dissemination and agri-business engagement, and DFID's assessment of continuing value for money and financial context.

M. Scale Up/Down

102. The Supplier shall commit to being fully prepared in the event any decision is made to scale up (increase) or scale down (decrease) the scope of the programme. DFID reserves the right to scale back or discontinue this programme at any point if it is not achieving the results anticipated.
103. DFID may also scale up and/or extend the programme (subject to internal DFID approvals) should it prove to be having a strong impact and has the potential to yield better results.

N. Finance and Value for Money

Budget

104. The budget for this programme will be up to **£10 million** (inclusive of any tax, if applicable). Bidders are invited to structure their proposal to deliver the highest quality outputs within the budget envelope, thereby ensuring optimal value for money. The budget will be divided into three sections:
- Inception Phase- £544,457
 - Research Implementation (components 1 & 2)- £5,622,534
 - Dissemination and agri-business outreach (component 3)- £3,832,318
105. The budget will be refined and finalised during the Inception Phase.
106. These allocations are indicative, and bidders are welcome to propose budget allocations - particularly between research components 1 and 2 - to maximise value for money (VfM). The indicative figures should include all costs associated with the programme.
107. Payments under this contract will be strongly linked to performance and delivery of the deliverables and outputs. DFID would like to establish a performance-based payment plan for this programme, where payment is released on acceptance of programme deliverables/outputs and/or the achievement of Key Performance Indicators (i.e. Payment by Results (PBR)). The Supplier should propose an output-based payment plan that

provides an incentive for strong performance and reflects appropriate risk-sharing of non-delivery of outputs. Suppliers will be required to propose SMART Key Performance Indicators to monitor supplier performance as part of the bidding process. These should be in the areas of: quality and delivery; management, strategy, financial, and personnel and will be included in the contract. The suppliers proposed PBR model will be refined during the inception.

Financial Reporting

108. The Supplier will forecast budgets on an annual basis and update them every quarter. DFID will work with the supplier to keep annual spending within $\pm 2\%$ of the forecast. The accuracy of the financial profile and forecasting will be closely assessed as part of the inception phase appraisal and during the annual programme reviews.
109. DFID will disburse funds quarterly and in arrears on receipt and approval of a quarterly invoice and report. The Lead supplier will submit quarterly expenditure summaries and quarterly forecasts of programme expenditure to DFID, all in an agreed format. Funds will be disbursed into the designated account of the Lead Supplier, which will be responsible for disbursing to other consortium partners. The Lead Supplier is responsible for compiling financial and narrative reports from all partners into a single consolidated quarterly report and invoice, itemising spending against project and programme management functions.

Value for Money

110. All bidders will be required to define a strong value for money (VfM) strategy, which maximises the number, quality and potential impact of research outputs while ensuring economy, efficiency, effectiveness and equity (the 'four Es' principles of DFID's VfM strategy).
111. The Supplier should propose indicators for monitoring VfM, to be agreed with DFID during the inception phase. An indicative list is provided in Annex

O. Duty of Care

112. DFID takes duty of care (DoC) seriously and expects the Supplier to propose methods and an approach to uphold the safety of those involved, for example this could include data encryption, risk assessments, and resources to keep in-country researchers safe. The Supplier should ensure that resources for ensuring ethics and duty of care commitments are met, and risks mitigated, should be clearly labelled in the Budget.
113. The Supplier is responsible for the safety and well-being of their personnel and third parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
114. The Supplier is responsible for ensuring appropriate safety and security briefings for all their personnel working under this contract and ensuring that their personnel register and receive briefings as outlined above. The Supplier must ensure all personnel working on the programme receive the required level of training and, where necessary, complete a UK government approved hostile environment training course (e.g. SAFE) or safety in the field training prior to deployment if necessary. Travel advice is available on the FCO website, and the Supplier must ensure they (and their personnel) are up to date with the latest position.
115. As the countries/areas of work involved in this intervention are currently undetermined, DFID is not able to provide a DoC assessment at this point. On this basis, DFID assumes

that this programme will be rated as 'Medium/High' risk. Therefore, as part of your tender response, bidders will be asked to submit a 'generic' response to provide assurance to DFID that they can manage DoC responsibilities in even the most challenging of environments.

116. This procurement may require the supplier to operate in a seismically active zone and is 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.²⁰ The Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the region to meet the terms of the contract (subject to travel clearance being granted).
117. This procurement may require the Supplier to operate in conflict-affected areas. Travel will be subject to travel clearance from the UK government in advance. The security situation may 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 to meet the terms of the contract (subject to travel clearance being granted).
118. The Supplier is required to carry out a risk assessment (of foreseeable risks) and is required to provide evidence that they have the capability to take on and effectively manage their DoC Responsibilities throughout the life of the agreement. During the Inception Phase, DFID will conduct risk assessments for the countries of the selected cities.
119. If the programme activities take place in medium or high-risk locations, DFID will share available information with the Supplier on security status and developments in-country where appropriate.
120. Tenderers must develop their ITT response based on being fully responsible for DoC in line with the details provided above and should confirm that:
 - They fully accept responsibility for Security and DoC.
 - They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
 - They have the capability to manage their DoC responsibilities throughout the life of the contract.
121. If service providers are unwilling or unable to accept responsibility for Security and DoC as detailed above, the tender will be viewed as non-compliant and excluded from further evaluation.

²⁰ There are multiple resources on earthquakes e.g. <http://geology.about.com/library/bl/maps/blworldindex.htm>

Annex A: Background on Children's Harmful Work

The Prime Minister launched the Call to Action to End Forced Labour, Modern Slavery, and Human Trafficking at the UN General Assembly in September 2017, which called for:

'Increased focus and cooperation on the measures that can be taken to reduce the drivers of forced labour, modern slavery, human trafficking, **and the worst forms of child labour** and to protect the most vulnerable; including those affected by conflict and humanitarian situations, people on the move, marginalised groups, and women and children.'²¹

To achieve these aims, action is urgently needed to improve evidence and scale up effective interventions.

The emphasis on agricultural commercialisation and economic development means that smallholder farmers are increasingly being integrated into commercial value chain relationships. This may affect the demand for - and dynamics of - children's work in African agriculture. Businesses may profit, often inadvertently, from harmful children's work at various diffuse points in their supply chains.

Harmful children's work represents a major reputational risk for agri-businesses, many of which are facing increased consumer demand for ethical produce with traceable origins. The presence of harmful children's work in agriculture is also a potential reputational risk to donors like DFID who support the 'stepping up' of farmers into commercial value chains.

In summary, there is a strong moral, social, and economic case to act on harmful children's work in African agriculture. This will ensure that agricultural commercialisation and economic growth are inclusive and do not leave anyone behind, especially vulnerable children.

1. There are significant evidence gaps on harmful children's work in African agriculture

A review of the existing literature and scoping with external experts²², DFID centrally managed programmes, and DFID Country Offices highlighted the following three research and evidence gaps.

a) What forms of work do children do in African agriculture?

To develop effective interventions to enable children to thrive, an understanding of what forms of harmful work children do, why, and what alternatives exist is crucial. Only through learning how harmful work fits into children's lives can effective action be taken.

There is less research on children's work in agriculture than in other sectors like manufacturing. Studies that do exist use widely varying methodologies with differing degrees of robustness and data disaggregation, which limits the ability to draw conclusions and comparisons.²³

Children's work in arable, pastoral, and fishing systems is often hidden and unpaid, with blurred lines between play, 'helping out', and work.²⁴ Children's work in agriculture is subsequently often not included in national and international statistics, for example the ILO's National Child Labour Survey only focuses on paid work outside the home.

²¹ 'Call to Action', 2017, p5.

²² External academics experts consulted include: Deborah Levison (Humphrey Institute of Public Affairs, University of Minnesota), Michael Bourdillon (African Studies Centre, Leiden), Virginia Morrow (University of Oxford/Young Lives), Jo Boyden (University of Oxford/Young Lives).

²³ For discussion of research gaps see Carter, B. (2017) 'Prevalence and impacts of child labour in agriculture' *K4D Helpdesk Report*. Brighton, UK: Institute of Development Studies.

²⁴ de Lange, A. (2009). *Gender dimensions of rural child labour in Africa*. Ghana: FAO Regional Office for Africa. FAO (2015). *Handbook for monitoring and evaluation of child labour in agriculture. Measuring the impacts of agricultural and food security programmes on child labour in family-based agriculture*. Rome: FAO. ILO-IPEC (2013). *Marking progress against child labour. Global estimates and trends 2000-2012*. Geneva: ILO.

Surveys on the *number* of children in harmful work need to be accompanied with studies of the *types* of work that children do in agriculture, and how this varies with crop and livestock type, production methods, ethnicity, disability, gender, age, socio-economic background, political economic factors, and geography, as well as how these factors intersect and interact.²⁵ This is crucial as assessments of benefits and harm are inherently context specific and dynamic.

This evidence is necessary to inform interventions to prevent harmful children's work in agriculture, while avoiding penalising those involved in appropriate and beneficial work. Many children make important contributions to household income, may access education and social safety nets through their work, and may learn key skills and socialisation, especially if there is a lack of decent and relevant alternatives.²⁶ Removing these children from work without providing decent alternatives or safety nets may make them more vulnerable to being left behind.

In particular, key research questions relate to:

- *Gender*

It is often assumed that girls work tends to be hidden in the home, while boys may be more at risk from hazardous work.²⁷ These are, however, assumptions, and there is a need for better empirical evidence that is disaggregated by gender.²⁸

- *Age*

For younger children the challenge may be the number of hours worked, while for older children the issue may be the degree to which the work is hazardous. The proportion of children's work that is paid may also increase as they get older, and adolescents of legal working age face very different work pressures and require different protection measures than young children.²⁹

- *Forms of harmful work and impacts for physical and mental health*

Workplace hazards do not always affect children in the same way as adults.³⁰ Children have a lower toxicity threshold than adults, have a larger surface area to body mass ratio, and live longer than adults, leading to potentially greater exposure to hazards over longer periods of time. Late-onset, chronic, and indirect health impacts may not be known by children or their parents and employers and may impact on their decision-making with regards to children's work. The implications of working in isolation for long periods of time - for example in pastoral systems or offshore fishing - on children's mental health and development are largely unknown.

- *Disability*

There is a major gap on health and disability in relation to children's work in agriculture.³¹ Children living with disabilities may be vulnerable to different forms of

²⁵ This research gap on the nature and characteristics of children's work is highlighted in a review of over 120 published studies: Edmonds, E.V. (2009) *Defining child labour: A review of the definition of child labour in policy research*. Geneva: ILO-IPEC.

²⁶ Maconachie, R., and Hilson, G. (2016) 'Re-thinking the child labor 'problem' in rural sub-Saharan Africa: The case of Sierra Leone's half shovels' *World Development*, 78 pp. 136-147.

²⁷ Berenger, V. and Verdier-Chouchane, A. (2016) 'Child labour and schooling in South Sudan and Sudan: Is there a gender preference' *African Development Review* 28: S2, pp. 177-190.

²⁸ This research gap is noted in: Hilowitz, J. (2004) *Child Labour: A textbook for university students*. Geneva: ILO.

²⁹ For debates around 'youths' and decent work in agriculture see White, B. (2012) 'Agriculture and the generation problem: Rural youth, employment and the future of farming', *IDS Bulletin Special Issue: Young people and agriculture in Africa*, 43: 6 pp. 9-19.

³⁰ Fassa, A.G., et al. (2010) *Child Labour: A public health perspective*. Oxford: Oxford University Press

³¹ The need for 'more rigorous observational studies' is noted in: Kuimi, B.L.B. et al. (2018) 'Child labour and health: a systematic review' *International Journal of Public Health*, 63: 5, pp. 663-672. Scanlon, T.J. et al. (2002) 'Child labour: Vast problem whose effects on children's health remain largely unstudied' *BMJ*, 325(7361) pp. 401-403

harmful work, for example if they are confined to the home and excluded from schooling. As a result, disabled working children may be more prevalent agricultural supply chains or parts of supply chains. Building this evidence base is necessary to ensure that interventions do not leave behind disabled children.

- *Nutrition*

Little is known about the nutritional profiles of working children compared to non-working children. The relationship between children's work and nutritional status is complex and can be non-linear.³² Children with the poorest nutritional status may be unable to work, while working children may have preferential access to food. The Young Lives longitudinal study, for example, found that in rural India girls who worked had on average a higher nutritional status than non-working girls, as the income from work was used to purchase more nutritious foods for themselves and their families.³³ Removing children from work may therefore have unintended negative consequences for their nutritional status. On the other hand, the DFID-funded Leveraging Agriculture for Nutrition in South Asia (LANSA) study found evidence in adults of a link between physical exertion and increased risk of malnutrition in terms of energy and protein. Both the Young Lives and LANSA studies provide data that can be employed and built on by the proposed ACHA programme.

- *Risk perception and mitigation*

Research needs to pay attention to the ways in which children, families, and communities understand - and work to mitigate - the hazards and risks of children's work in African agriculture.³⁴ This necessitates using participatory methods to consider local definitions of childhood, local conceptions of harmful work, and the views and experiences of the children themselves.

- *Influence of agrarian change*

It is unclear how the forms of work that children do in agriculture are affected by broader processes of change, for example climate change, rural-urban migration, diseases like HIV/AIDS, and conflict. A focus on how acute and protracted conflicts, shocks, disease outbreaks, and natural disasters affect the forms of work that children do in agriculture is especially important given the increasing concentration of poverty in - and subsequently DFID's focus on - fragile and conflict affected states (FCAS).

- *Integration into commercial value chains*

In many African contexts, agriculture will continue to be a key driver of growth and a major source of income and nutrition.³⁵ There is increasing focus on engaging private sector agri-businesses to facilitate smallholder farmers to 'step up' into commercial agricultural value chains, for example through outgrower and certification schemes³⁶

It is unclear whether integration into commercial value chains is a direct driver of child labour in agriculture, but it may nonetheless have indirect implications.³⁷ These could include shifting roles and labour demands within households, and the introduction of new production methods, machinery, and inputs (for example chemicals) that make previously light work more harmful for children³⁸

³² This research gap was highlighted during discussions with members of DFID's Nutrition Hub.

³³ Morrow, V., and Boyden, J. (2018) *Responding to Children's Work: Evidence from the young Lives study in Ethiopia, India, Peru, and Vietnam*. Summative Report. Oxford: Young Lives.

³⁴ Morrow, V., and Vennam, U. (2012) 'Children's responses to risk in agricultural work in Andhra Pradesh, India.' *Development in Practice*, 22: 4, pp. 549-561.

³⁵ DFID (2015) *Conceptual Framework on Agriculture*.

³⁶ DFID (2014) *Economic development for shared prosperity and poverty reduction: a strategic framework*, p4.

³⁷ Research outputs from component 1 intends to improve this understanding.

³⁸ The outputs from the surveys in component 1 should shed light on this issue.

There are also questions surrounding the work that children do in households that are 'hanging in' to agriculture, and so do not benefit from guaranteed markets or social support that may accompany involvement in commercial value chains. This includes households in areas affected by acute or protracted crises, and marginalised households left behind from broader processes of agricultural commercialisation. This may include children in pastoral communities experiencing deepening conflict over resources as land is acquired for commercial agriculture, for example in northern Ghana³⁹ and Zambia⁴⁰.

b) What are the most effective interventions for preventing harmful children's work in African agriculture, and creating conditions for children to thrive?

Approaches to harmful children's work tend to rely on child protection measures that involve removing children from work. This may be necessary in cases of extreme physical or mental violence but removing children from work without addressing underlying causes or providing viable alternatives can cause more harm than good. Children in African agriculture often work with their families, meaning that it is an issue of viable livelihood opportunities and social norms, rather than necessarily one of intentional child cruelty. It is therefore important to investigate how to prevent harmful children's work by positively building conditions for children to thrive.

Key research areas include:

- *Social protection*
 - Which social protection measures are successful in reducing child labour in different contexts;
 - The incentives that need to be built into social protection programmes to effectively prevent harmful children's work in African agriculture;
 - How and why impacts of social protection methods differ by age, gender, disability, and form of children's work;
 - How different complementary social protection measures can be aligned to address the root causes of harmful children's work in agriculture;
 - How the timing of social protection intervention delivery is best paired with seasonal agricultural calendars.
- *Education and children's work in African agriculture*
 - Is there a relationship between greater access to education and a reduction in children's harmful work in African agriculture?
 - How does this relationship vary with gender, and how can girl's education be used as a tool to unlock economic growth and development in rural areas?
 - Does the relationship between education and work in African agriculture vary with the quality of education received, including risks of violence and discrimination at school?
 - At what level do different types of (often seasonal) children's work in African agriculture begin to disrupt schooling?⁴¹
 - How can agri-businesses play a role in enabling decent work to be balanced with high quality, relevant, and accessible education?

³⁹ Kuusaana, E.D., and Bukari, K.N. (2015) 'Land conflicts between smallholders and Fulani pastoralists in Ghana: Evidence from the Asante Akim North District.' *Journal of Rural Studies*, 42, pp. 52-62.

⁴⁰ Matenga, C.R., and Hichaambwa, M. (2017) 'Impacts of land and agricultural commercialisation on local livelihoods in Zambia: Evidence from three models.' *The Journal of Peasant Studies*, 44: 3 pp. 574-593.

⁴¹ The ILO suggests more than 20 hours of work a week is harmful, but how does this vary with agricultural production calendars?

- What are the long-term implications for children's life opportunities of balancing work in African agriculture with education?
- What changes to the curriculum, timetables, and school accessibility and environment would improve the enrolment, attendance, attainment, and livelihood opportunities of children in rural Africa where working in agriculture may be the only viable option?

c) What is the role of agri-businesses in preventing harmful children's work in African agriculture, and creating conditions for children to thrive?

- What incentives are effective in prompting agri-businesses to consider harmful children's work in their supply chains?
- How can agri-businesses create sustainable business models that prevent harmful children's work while promoting decent work for people of legal working age?
- How can agri-businesses address harmful children's work bundled with other issues like nutrition, education, and health?⁴²
- How does the national and international regulatory environment shape the actions of agri-businesses with regard to children's work?
- How can innovative technologies be harnessed to enable agri-businesses to understand labour dynamics in their supply chains, and what are the potential risks?

⁴² Building on the work of the DFID-funded MQSUN+ programme e.g. MQSUN+ (2018) *Where Business and Nutrition Meet: Review of approaches and evidence on private-sector engagement in nutrition*. Washington: MQSUN+

Annex B: List of DFID Priority African countries

The programme is expected to operate in countries where DFID has Country Offices and/or that receive bilateral funding. These countries are listed below. The countries highlighted in red are identified as 'extremely fragile', and those in yellow as 'fragile' according to the OECD's *States of Fragility 2018* report. The OECD defines fragility as 'the combination of exposure to risk and insufficient coping capacity of the state, system, and/or communities to manage, absorb, or mitigate those risks'.⁴³ It uses a multidimensional framework that considers economic, political, societal, security, and environmental fragility.

Burundi	Sahel Region (Mali, Chad, Niger)
Democratic Republic of Congo	Sierra Leone
Ethiopia	Somalia
Ghana	South Africa
Kenya	South Sudan
Liberia	Sudan
Malawi	Tanzania
Mozambique	Uganda
Nigeria	Zambia
Rwanda	Zimbabwe

⁴³ OECD (2018) *States of Fragility 2018*. Paris: OECD Publishing House.

Annex C: Indicative list of VfM Indicators

These are options from which to select not a definitive, mandatory set.

<i>Category</i>	<i>Indicator</i>	<i>Performance Review</i>
ECONOMY	Cost saving measures	<ul style="list-style-type: none"> • Travel, benchmark travel costs against similar RED research programmes; prioritise primary fieldwork, high impact events, and operational need; cover routine business with virtual meetings. • Salaries, benchmark mean salary/rate of implementing staff per day by country and job role. • Events, use free venues and online dissemination to reduce costs.
	Best practices in procurement	<ul style="list-style-type: none"> • Follow DFID procurement guidelines (transparent, competitive, maximising quality and VfM). • VfM as a criteria when assessing the bids.
	Financial oversight	<ul style="list-style-type: none"> • Robust financial systems, with internal and external auditing put in place for the programme.
	Financial risk management	<ul style="list-style-type: none"> • Clear risk management strategy adhering to DFID policies.
EFFICIENCY	Project management strategies	<ul style="list-style-type: none"> • Digital technologies used to enable continuous communication between consortium members; • Ensuring outputs are delivered on time, where specified, and tracking this. • Project outputs/partner commitments across the programme assessed at quarterly meetings and the Annual Review process to ensure the outputs are fairly balanced given the resources available and priorities of the programme.
	Quality/quantity of output	<ul style="list-style-type: none"> • Internal peer review process for each project output. • Internal peer review and DFID consultation for use of the responsive window. • Prioritise external peer review for research outputs. • Tracking number of research outputs produced, including peer reviewed and non-peer reviewed.
EFFECTIVENESS	Promote operationally relevant research	<ul style="list-style-type: none"> • Prior engagement with key stakeholders during Inception Phase. • DFID Country Offices involved in programme design and implementation to ensure that the outputs are operationally relevant. • Relationship building with agri-businesses to provide pathways to impact, and improve capabilities of businesses to positively take action.
	Ensure outputs are accessible to intended audiences	<ul style="list-style-type: none"> • Publication channel and form specific to intended audience e.g. academic journals, toolkits, reports, workshops. • Translations of reports to other languages (e.g. country of research location) based on assessment of potential uptake.
	Establish high quality research partnerships	<ul style="list-style-type: none"> • Establish key strategic partnerships with relevant research and civil society organisations through the consortium approach, augmented by the responsive window, to source the highest quality specialist expertise.
	Reach of research outputs	<ul style="list-style-type: none"> • Tracking 'reads/downloads' and citations of research outputs using various channels.
EQUITY	Participation of beneficiaries in research design and implementation	<ul style="list-style-type: none"> • Participation of children, their families, and their communities in design and implementation of research to ensure local ownership and sensitivity to contextual factors and power relations.
	Disaggregation of data	<ul style="list-style-type: none"> • E.g. by gender, age, disability, and ethnic group.
	Promote careers of project staff	<ul style="list-style-type: none"> • Promote opportunities for southern based researchers by inclusion as named participants in the research and as co-authors on research outputs. • Supporting the careers of women researchers, for example as named authors on research outputs and in leadership roles in research implementation. • All in-country research conducted with southern partners, including joint design, implementation and co-authoring research. • Tracking publications by involvement of southern authors and women authors.

Annex D: Schedule of Processing, Personal Data and Data Subjects

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 Framework Agreement) 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. 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 Personal Data necessary for the administration and / or fulfilment of this contract.