

Section 4 Appendix A

CALLDOWN CONTRACT

Framework Agreement with: ITAD Ltd

**Framework Agreement for: Independent Monitoring and Process Evaluation
Regional Framework Agreement (IMPERFA)**

Framework Agreement Purchase Order Number: 7930

Call-down Contract For: Humanitarian Global Services Programme MEAL: Component 1 – Real-time Monitoring, Evaluation and Learning

Contract Purchase Order Number: 10008

I refer to the following:

1. The above mentioned Framework Agreement dated 29th November 2019;
2. Your proposal of 24th October 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 **20 December 2019** (“the Start Date”) and the Services shall be completed by **16 July 2021** (“the End Date”) unless the Call-down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.

2. Recipient

- 2.1 DFID requires the Supplier to provide the Services to the DFID Humanitarian Response Group (the “Recipient”).

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed Two Hundred and Forty Nine Thousand Seven Hundred and Two Pounds (**£249,702**) (“the Financial Limit”) and is inclusive of any government tax, if applicable as detailed in Annex B.

When Payments shall be made on a 'Milestone Payment Basis' the following Clause 21.3 shall be substituted for Clause 21.3 of the Framework Agreement.

21.3 PAYMENTS & INVOICING INSTRUCTIONS

- 21.3 Where the applicable payment mechanism is "Milestone Payment", invoice(s) shall be submitted for the amount(s) indicated in Annex B and payments will be made on satisfactory performance of the services, at the payment points defined as per schedule of payments. At each payment point set criteria will be defined as part of the payments. Payment will be made if the criteria are met to the satisfaction of DFID.

When the relevant milestone is achieved in its final form by the Supplier or following completion of the Services, as the case may be, indicating both the amount or amounts due at the time and cumulatively. Payments pursuant to clause 22.3 are subject to the satisfaction of the Project Officer in relation to the performance by the Supplier of its obligations under the Call-down Contract and to verification by the Project Officer that all prior payments made to the Supplier under this Call-down Contract were properly due.

4. DFID Officials

- 4.1 The Project Officer is:

REDACTED

- 4.2 The Contract Officer is:

REDACTED

5. Key Personnel

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

Name	Designation
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED

6. Reports

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

7. Duty of Care

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. Extension Options

- 8.1 DFID will reserve the right to extend the contract timeframe by up to 12 months. The total value available for any potential extension shall not exceed £71,875. The total contract value shall not exceed £321,000 including all extension options. Approval of any such amendment will be dependent on programme success, supplier performance and will be based on agreement between DFID and ITAD Ltd regarding extension scope, deliverables, outputs and cost.

9. Call-down Contract Signature

- 9.1 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.

No payment will be made to the Supplier under this Call-down Contract until a copy of the Call-down Contract, signed on behalf of the Supplier, returned to the DFID Contract Officer.



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

Name:

Position:

Signature:

Date:

Signed by an authorised signatory
for and on behalf of the Supplier

Name:

Position:

Signature:

Date:

Section 2 Appendix A, Annex A

Call-down Contract

Terms of Reference

Humanitarian Global Services Programme

MEAL: Component One

Real-time Monitoring, Evaluation and Learning

INTRODUCTION:

The £7m Humanitarian Global Services (HGS) Business Case was approved by DFID Ministers in May 2018. It supports DFID's new Humanitarian Reform Policy, specifically objective 4 (Managing Risk Better) and objective 6 (Improving the International System) by supporting five bundled organisations that collectively improve effectiveness and deliver reform in humanitarian response. The business case included an innovative approach to monitoring, evaluation and learning that is intended to help DFID, the five organisations in the business case and the wider humanitarian sector better measure and understand the impact that collective and cross-cutting humanitarian services make to improved response for affected populations.

OBJECTIVE & OUTPUTS

The objective of this Terms of Reference (TOR) is to lay out the role of an external partner to work on the innovative real-time measurement, monitoring, evaluation and learning piece of the MEAL framework for the Humanitarian Global Services (HGS) programme.

The HGS MEAL framework consists of two components. Component one, which this TOR addresses, is focused on learning and adaptive programming. This will include real-time evaluations during major responses, uniform gathering of information and lessons to increase the evidence of effective approaches to humanitarian responses, and adoption of new techniques to measure quality and value for money. The provider will be working with a bundled group of organisations including a newly established network.

Component two is focused on accountability of the HGS programme and is the subject of a separate TOR.

HUMANITARIAN GLOBAL SERVICES (HGS):

In a world experiencing ever increasing humanitarian needs, and with the number and severity of acute and protracted crises set to increase, the need to deliver better coordinated and more effective humanitarian responses is paramount. For years, DFID has encouraged and supported efforts to strengthen the principal coordination mechanisms within the humanitarian sector (IASC, OCHA, Clusters, etc); it is now trying to support collaboration between the growing number of organisations and networks that provide support services to the humanitarian sector.

One-way DFID is providing support is by funding a number of leading international response specialists in the fields of safety, security, early warning, advice, risk analysis and niche services. These specialists provide global public goods which improve the overall effectiveness of humanitarian responses and are essential to the UK's commitment to bigger, better, faster responses in line with the Grand Bargain. The specialised services often cannot be provided through our larger institutional relationships because they require; capacities and skills that UN agencies do not have; independence and impartiality, and arrangements set up in advance of an emergency.

HGS was set up to collectively support these independent and high-performing service providers (listed below) that can be often seen as 'too important to fail, but too small to fund.' Through HGS, for the first time, DFID is bringing together these services to facilitate a foundational system that is more efficient and effective for rapid or slow onset humanitarian response. This approach:

- facilitates a single accountability mechanism (through a joint log frame);
- enables the partners to avoid duplication and maximise impact; and,
- promotes collaboration and innovation amongst small scale service providers to the humanitarian community.

HGS COMPONENTS:

HGS is supporting five organisations that offer a wide array of services from early warning risk analysis and security preparedness to independent and specialist services to improve response capability. The first four, which were previously supported by DFID, are listed below with the current amount of support (through May 2021):

- The Assessment Capacity Project (ACAPS) (£975K); ACAPS supports the humanitarian community by providing up-to-date needs assessments and information on more than 40 key crises around the world.
- The Index for Risk Management (INFORM) (£450K); INFORM is a network of partners that provide a scientifically validated risk index for the humanitarian community which is perceived as a leading methodology for **risk analysis**.
- The International NGO Safety Organisation (INSO) (£975K); INSO supports the humanitarian community with **information, analysis and advice on security and risk management**.
- The European Interagency Security Forum (EISF) (£300K); EISF leads best practice in humanitarian **security management**, enhancing the safety and security of aid workers, and allowing increased and sustainable access to populations in need.

The fifth organisation supported by HGS is the H2H Network. The 'humanitarian-to-humanitarian' network enables delivery of specialised products and services for the humanitarian system from its more than 60 independent, high-quality service providers. As a part of the HGS Business Case, the 'humanitarian-to-humanitarian' network is receiving funding of up to £3.3 million, depending on responses and whether the funding mechanism is activated. (The funding mechanism was already activated for Mozambique, Cyclone Idai, in March 2019.) The funding is also supporting the development of a governance structure and membership services. Funding through HGS is the first for the H2H Network; and whilst new and higher risk, it offers way to effectively advance and even potentially revolutionise the humanitarian agenda. The H2H Network is hosted by the Danish Refugee Council, which oversees grant administration, due diligence, risk management and project monitoring of downstream partners.

The HGS programme runs until May 2021. Indications of impact include:

- DFID can demonstrate the added value provided by HGS partners in anticipating and preparing for humanitarian crises;
- DFID has obtained evidence that collaborative working in this project has enabled the delivery of bigger, better and faster responses; and
- other donors recognise the value of this approach and provide financial support.

The intended outcomes are:

- UK and donor commitment to humanitarian reform and Grand Bargain (GB) supported;
- high quality, crisis-specific information and analysis generated and shared to improve humanitarian preparedness;
- specialised practical response modalities enabled, to deliver niche humanitarian services; and
- monitoring, evaluation and learning enhanced.

MEAL COMPONENTS OF HGS:

The MEAL framework, which consists of two components, is a core piece of the HGS programme. Its stated MEAL objective is to allow *'continuous learning and revision of the log frame throughout the length of the programme....'* Evaluation is also included, as stated: *'An external performance evaluation will be conducted at both the mid-term and final points, which will be timed to feed into the DFID Annual and Project Completion Report processes'. DFID will ensure that monitoring systems feed into the external evaluation'*.

To help reach its stated impact and outcomes, HGS has set aside a dedicated budget of £250,000 for monitoring, evaluation, accountability and learning (MEAL).

This MEAL framework aims to examine two broad areas:

- How the HGS programme can encourage and improve collaboration between the five entities.
- The performance and effectiveness of the H2H Network, its niche services and the overall H2H approach.

The particular emphasis on the H2H Network is intentional. The other four organisations already have established MEAL processes in place, and they have, to a certain extent, already *proven* services used by humanitarians. However, the ongoing learning and adaptive programming, as well as the development of tools to measure value for money and quality, will most likely benefit all HGS organisations, and a general sharing of knowledge with all five organisations is expected.

The MEAL framework will be broken down into **two components with two separate service providers. Component one focuses on an innovative approach to integrated and real-time learning measurement and adaptive programming, as outlined in the objective above. This piece will focus primarily on the H2H Network and its deployments with its members.** The service provider for this component will provide support from now until the end of the project in May 2021. Component two will be focussed on supporting mid-term and final evaluation processes and is the subject of a separate ToR.

For component one, (this ToR), DFID requires an entirely independent monitoring team to conduct a real-time monitoring of the programme. This team will work closely with all of the programme partners, but will remain an independent, impartial third party. The team will also remain independent from other government entities and other donors. This team will report to both the DFID humanitarian adviser on the project and on the programme funded humanitarian adviser (this is detailed below under recipients).

The service provider's major focus will be on real-time monitoring of the H2H Network, however, the provider will also form a direct relationship with the other four partners to provide punctual support to the humanitarian advisers with the monitoring of the project deliverables. The service provider is permitted to have a direct relationship with all implementing partners in the HGS business case.

KEY AUDIENCES:

The MEAL findings from the service provider are intended for a broad audience, both within DFID and the humanitarian ecosystem. The HGS programme is intended to encourage a new way of responding to emergencies that is more aligned to the Grand Bargain. Evaluation and evidence of this approach, whether successful or not, should be made available across DFID, other institutional donors, service providers who are seeking to be part of this change, governments, and international, regional and local humanitarian responders.

RECIPIENT:

The Humanitarian Response Group (HRG) in CHASE, DFID will be the primary recipient of this work. The work will also provide benefits to the H2H Network (including its core team and members) and the

other partners in the HGS programme. Other stakeholders who could be consulted and who will benefit from the work include other institutional donors (ECHO, Swissaid, etc).

MANAGEMENT AND OVERSIGHT:

A Programme and Humanitarian Adviser (who also has responsibilities for advising the H2H Network and is based in the Danish Refugee Council) will have oversight of HGS MEAL activities with support from DFID, working directly with the HGS team and all HGS partners. Recommendations to reviewing and updating the evaluation questions, the logframe and the HGS business case theory of change will be reviewed by the adviser and the HGS team.

SCOPE OF WORK: MEAL COMPONENT 1

The service provider will work with the Programme and Humanitarian Adviser, the H2H Network core team, and representatives from the four other organisations to provide real-time monitoring and learning support, define learning objectives, and make recommendations on adaptive programming. Amongst other things, this ongoing learning component will include:

- a. Establishing a baseline that looks at the current state of response, in consultation with the five organisations and a MEAL advisory group formed by the MEAL specialists within the five organisations and those within the membership of the H2H Network. Collecting data sources that support the baseline, including past evaluations from specific operations and/or organisations.
- b. Deployments to the field during responses, especially those funded by the H2H Fund, to monitor the performance of the five organisations and the H2H Network members (funded by the Fund or by other means) against stated objectives for that response, identify any weaknesses or threats and make recommendations for course correction if appropriate.
- c. Supporting the Programme and Humanitarian Adviser, the MEAL advisory group and the H2H Network core team in devising methods for measuring impact of service providers and the collective service offering. This may include researching and adapting models for measuring collective impact, determining the value of specialised and expert services, measuring quality, and scoring value for money.
- d. Supporting a proactive HGS communications strategy and developing messages that help build awareness of the value of independent and robust services, including through the H2H concept and with the other HGS organisations.
- e. Supporting a HGS advocacy program to share learning and evidence of this new approach with the broader humanitarian community, the HGS partners, influencers, other donors, and across HMG and DFID to build support.
- f. Identifying specialist areas or gaps where services may need to be developed (for example, within the H2H Network) – such as in the use of data, or in core areas such as protection, gender and inclusion.
- g. Specific review of the set-up of the H2H Network and its processes, especially whether the funding mechanism has been designed effectively for members and whether the governance and sustainability systems have been designed for long-term success.
- h. Working with HGS team and all five organisations to identify opportunities for collaboration and evaluate whether those opportunities were fruitful and/or impactful.
- i. Feeding in to and recommending adjustments to the logframe, especially changes that occur as a result of the MEAL work
- j. Contribute and support DFID's standard annual and end of project monitoring processes (mostly by supporting the component 2 provider).

The focus on real-time learning will enable DFID, the H2H Network and the other HGS organisations to adapt the programme. The work will be guided by the objectives agreed between DFID and the

programme partners. It is anticipated that the main beneficiaries of this work will be the H2H Network, its members and the other HGS-partners.

The MEAL Component one will feed into DFID's adaptive programme management and post-response lesson learning. The provider will be expected to link with the overall Humanitarian Response Group's MEAL strategy for rapid onset responses (link to be shared once active).

In addition to working with the Programme and Humanitarian Adviser on communication and advocacy of the project, the provider will be expected to identify communication opportunities, disseminate their learning and findings within DFID and assist with targeted communication to other actors and influencers.

The provider must take into account DFID's expectations on cross-cutting issues, including age, gender and disability. These principles can be found in the [Humanitarian Funding Guidelines](#).

The level of effort for MEAL Component one is anticipated to be at least 250-person days / year.

METHODOLOGY

The final methodology for real-time measuring, monitoring, evaluation, and learning will be determined with the provider after discussion and review of the business case, however, the [HGS business case](#), and logical framework analysis do provide guidance for the methodology. Here the theory of change predicts that DFID inputs of finance and expertise will generate:

'Independent, robust, objective analysis on needs, response and programme quality is accessible for all DFID Humanitarian partners'

The MEAL framework component one outlined in this ToR will examine to which extent DFID has contributed to this improvement in analysis and in quality of responses.

In the Business case, at paragraph 58, DFID outlines a proposed methodology for real time performance monitoring of the partners. These activities include:

- Applying lessons from previous programmes with partners (before and during programme)
- Continuous dialogue with partners (before and during programme)
- Ensuring coherence with Theory of Change (before programme)
- A draft Logframe, with SMART indicators has been drafted and will be finalised in conjunction with partners, and a monitoring plan will be developed on approval of the business case.
- Continuous learning and revision of the log frame is expected throughout the length of the programme.
- The programme will be closely monitored during the setup phase of the project (months 1-6) and subsequently reviewed on an annual basis, in line with DFID's Annual Review and Programme Completion Review process.
- DFID will ensure that monitoring systems feed into the external evaluation.

Moreover, suggested research questions to be addressed include:

1. Whether the collaborative intent of the Theory of Change (HGS programme and H2H Network) has improved quality of humanitarian responses;
2. Whether the H2H Network and/or its members have delivered added value in a response;
3. Ways in which the Network (and the other HGS-supported organisations) have developed sustainability strategies and diversified funding sources.

Specifically, the methodology must include:

- Establishing a baseline of the current 'status quo' in order to determine impact. This includes essential interviews with the key staff at each of the five HGS organisations and a sampling of the H2H Network members, as well as key informant interviews with partners/collaborators/users of the services.
- Qualitative participatory learning methods. DFID expects the provider to be engaged and embedded with the Programme and Humanitarian Adviser and H2H Network core team in order to monitor, measure and provide immediate learning and feedback. This is intended to be a very cooperative and supportive approach with the aim to proactively encourage shifts that ultimately improve network outcomes and set the network on a trajectory of success. There also will be participation with MEAL efforts conducted by the other four organisations.
- Adaptive programming methods that directly support the H2H Network and its members to meet their objectives, especially in building evidence.
- Innovative approaches to measuring value for money and other measures of impact. Measurement of the value and impact of humanitarian service providers is not well developed, leaving potential donors unable to objectively evaluate whether to invest in service providers. It has been hypothesised that the H2H approach increases the effectiveness of responses and injects efficiencies into the system; innovative approaches are needed to measure and test these assumptions of quality and efficiencies.

In addition, of the service provider for this component should consider:

- Secondary research methods to assist in developing new methods.
- Quantitative methods in evaluating effectiveness of a specific H2H package for a specific response.
- comparison/control groups are not identified; this can be discussed further with the MEAL advisory group and five organisations.
- If new datasets are identified as part of the MEAL framework, it will be important that they conform to the relevant local and internationally approved standards for working with data.

RISKS

Possible areas of risk for this ToR include component one provider is unable to provide a continuous, high quality service; that setting up the framework takes too long in order to get sufficient measurement; that the provider does not have sufficient engagement from the HGS organisations; and there are not enough rapid onset activations to evaluate.

DELIVERABLES

- Exact deliverables and outputs from the provider will be determined and agreed upon with the Programme and Humanitarian Adviser during a three-month inception period. However, they will include the following pieces:
 - a baseline review of the current state of response in terms of services;
 - ongoing evaluations of deployments (as determined by H2H Network activations);
 - support to communication and advocacy efforts especially around findings;
 - print and digital products to support the awareness of the network;
 - desk research on measuring impact, including value for money;
 - evidence and learning linked directly to specific responses; and, possibly,
 - other innovative methods for measurement and evidence of impact.
- In the inception period, the provider will develop a workplan and timeline for completion of specific tasks. Additionally, the provider will provide regular learning logs to DFID, twice yearly reports and annual reports on progress; midterm and final evaluation reports (including financial), according to the defined ToRs.

DFID will have unlimited access to all material produced by the provider.

COMPETENCIES OF EXPERT/TEAM

- Experience of designing and implementing real-time performance evaluations in humanitarian responses;
- Experience of designing MEAL frameworks for adaptive learning and programming;
- Experience of working with DFID / CHASE and / or other donors;
- Familiarity and engagement with the issues around the humanitarian reform debate and the Grand Bargain;
- Experience of working on MEAL with NGOs and/or multilateral agencies;
- Willingness and ability to deploy at short notice to potentially hostile or challenging environments (HEAT trained) during a response;
- Experience working with network approaches (START, DEC, etc.) within the sector (and/or beyond the sector);
- Experience or stated interest in exploring different (even disruptive) methods for measuring impact;
- Proven track record in translating learning and evidence into communication and advocacy;
- Willingness to explore methods for data collection, evaluation and analysis outside the sector as a means for informing new approaches;
- A track-record pointing to innovative approaches and/or creative approaches/solutions to difficult problems.

Please note: H2H Network members are excluded from applying due to conflict of interest.

TIMING:

The provider will work closely with the Programme and Humanitarian Adviser on an ongoing/regular basis, without big gaps of non-work. The initial ramp-up inception period will include in-person meetings and will last approximately three months. Within this period, a detailed timetable will be developed.

The contract is intended to run through 16 July 2021, milestones to be confirmed and determined with the provider. DFID may choose to extend this effort with both a time and pro-rata'ed cost extension up to one year beyond 16 July 2021.

DUTY OF CARE, LOGISTICAL SUPPORT, POINTS OF CONTACT:

Most work is based in the UK/Europe; however, the provider will be expected to deploy in major responses in which H2H Network members and/or other HGS partners are providing services. Any deployees to a hostile environment would be expected to be HEAT trained; duty of care will be the responsibility of the provider. Logistical support for deployments (including travel and hosting arrangements) will be made with DFID.

The points of contact for the provider will be the DFID Humanitarian Adviser, and Programme and Humanitarian Adviser.

ADDITIONAL REQUIREMENTS

Safeguarding, Ethical Principles and do not harm?

The supplier(s) will ensure that they have in place the required code of conduct around preventing sexual exploitation of vulnerable people, and that they uphold the key ethical frameworks around humanitarian work. Namely, the core humanitarian standard, the Sphere standard and the code of conduct of the Red Cross and the movement.

Fraud and Corruption

The supplier(s) will be responsible for conducting due diligence on all potential sub-contractors or downstream partners in line with DFID requirements. DFID has a zero-tolerance approach to corruption. The Supplier(s) will have full responsibility for monitoring and mitigating the risk of fraud and corruption in any required procurement and delivery of evaluation activities.

Delivery Chain Mapping

Before engaging with the private sector, civil society or multilateral partners DFID requires the directorate to map out a delivery chain as part of the tender process. This delivery chain should include all levels from grassroots delivery up to DFID reporting. 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.

Small Medium Enterprises

DFID is expected to report to central government on the levels of contracted work being allocated to SME and other sub-contracted organisations. It is now a requirement to provide details regarding the levels of direct and indirect departmental SME spend with major suppliers to the cross-government SME Small Business Policy team working on this initiative.

Transparency

DFID has transformed its approach to transparency, reshaping our own working practices and pressuring others across the world to do the same. DFID requires suppliers receiving and managing funds, to comply with regulations and to release open data on how this money is spent, in a common, standard, re-usable format and to require this level of information from immediate sub-contractors, sub-agencies and partners.

UK Aid Branding

Partners selected to receive funds will be required to use the UK Aid Logo on materials, except in exceptional circumstances which would prevent this (e.g. security concerns). Software (e.g. apps and online tools) used for collection of data, and fieldwork (e.g. online surveys) will also be required to use the UK Aid Logo unless there is a mitigating issue.

General Data Protection Regulations

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

ANNEXES:

This Terms of Reference should be read in conjunction with the HGS business case. This defines DFID's overall strategy for this piece of work.

Applicants can familiarise themselves with the partners funded in the Business case.

ACAPS – www.acaps.org
EISF - <https://www.eisf.eu/>
INFORM – www.inform-index.org
INSO – www.ngosaftey.org
H2H - www.h2hworks.org

Annex A – Concept Note Proposal

**Appendix A: of Contract Section 3 (Terms of Reference)
Schedule of Processing, Personal Data and Data Subjects**

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

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

Description	Details
entity 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> <p>1) The Parties acknowledge that Clause 33.2 and 33.4 (Section 2 of the contract) shall not apply for the purposes of the Data Protection Legislation as the Parties are independent Controllers in accordance with Clause 33.3.</p>
Subject matter of the processing	<i>Data relating to the performance of partner organisations in the business case will be analysed. This will not include personal</i>

	<i>information of individuals employed, nor end users, nor beneficiaries of the projects funded in the business case.</i>
Duration of the processing	Two years (with the possibility of a one year extension)
Nature and purposes of the processing	To provide DFID and its partners with quantitative and qualitative evidence and learning about impacts and outcomes of the project.
Type of Personal Data [and Special Categories of Personal Data]	<i>Not applicable</i>
Plan for return and destruction of the data once processing complete.	<i>Not applicable</i>