



Foreign, Commonwealth & Development Office



CALLDOWN CONTRACT

Framework Agreement with:	Mokoro Ltd
Framework Agreement for:	Global Evaluation and Monitoring Framework Agreement (GEMFA) Lot 4
Framework Agreement ECM Number:	ECM_4755
Call-down Contract For:	Evaluation of Data for Foundational Learning (D4FL) Programme
Contract ECM Number:	ECM_6660

I refer to the following:

1. The above-mentioned Framework Agreement dated 1st Feb 2023.
2. Your proposal of 31/5/2024.

and I confirm that FCDO requires you to provide the Services (Annex A), under the Terms and Conditions of the Framework Agreement which shall apply to this Call-down Contract as if expressly incorporated herein.

1. Commencement and Duration of the Services

- 1.1 The Supplier shall start the Services no later than 8th July 2024 ("the Start Date") and the Services shall be completed by 31st March 2027 . ("the End Date") unless the Call-down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.

2. Recipient

- 2.1 FCDO requires the Supplier to provide the Services to the FCDO (the "Recipient").

3. Financial Limit

- 3.1 Payments under this Contract shall not, exceed £489,999 ("the Financial Limit") and is inclusive of any government tax, if applicable as detailed in Annex B.

22. PAYMENTS & INVOICING INSTRUCTIONS

The following Clause 22.4 shall be substituted for Clause 22.4 of the Section 2, Framework Agreement Terms and Conditions.



Foreign, Commonwealth & Development Office



- 22.4 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 FCDO.

When the relevant deliverable 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 22.4 are subject to the satisfaction of the Project Officer in relation to the performance by the Supplier of its obligations under the Direct Award Contract and to verification by the Project Officer that all prior payments made to the Supplier under this Direct Award Contract were properly due.

4. Officials FCDO

- 4.1 The Project Officer is:
Name: /REDACTED/
Email: /REDACTED/
Telephone: /REDACTED/

- 4.2 The Contract Officer is:
Name: /REDACTED/
Email: /REDACTED/
Telephone: /REDACTED/

Supplier

- 4.3 The Contract Officer is:

Name: /REDACTED/
Email: /REDACTED/
Telephone: /REDACTED/

- 4.4 The Project Officer is:

Name: /REDACTED/
Email: /REDACTED/
Telephone: /REDACTED/

5. Key Personnel

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



Foreign, Commonwealth & Development Office



/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 Contract will come under the duty of care of the Supplier:

- I. The Supplier will be responsible for all security arrangements and Her Majesty's Government accepts no responsibility for the health, safety and security of individuals or property whilst travelling.
- II. The Supplier will be responsible for taking out insurance in respect of death or personal injury, damage to or loss of property, and will indemnify and keep indemnified FCDO in respect of:
 - II.1. Any loss, damage or claim, howsoever arising out of, or relating to negligence by the Supplier, the Supplier's Personnel, or by any person employed or otherwise engaged by the Supplier, in connection with the performance of the 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 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 Contract in relation to Duty of Care may be included as part of the management costs of the project, and must be separately identified in all financial reporting relating to the project.
- V. Where FCDO is providing any specific security arrangements for Suppliers in relation to the Contract, these will be detailed in the Terms of Reference.

Enclosures:

1. Mokoro Ltd Concept Note Proposal /REDACTED/

Foreign Commonwealth and Development Office

Terms of Reference

Evaluation of Data for Foundational Learning (D4FL) Programme

Contents

Acronyms List	3
1. Introduction	4
2. Context	4
3. Objectives of the Contract	5
5. Recipient and Beneficiaries	5
4. Scope of the Contract	6
6. Evaluation Approach and Questions	7
7. Contract Requirements	9
8. Skills and Competency Requirements	12
9. Performance management	12
10. Reporting Requirements	13
11. Budget and Payment Mechanism	15
12. Scale Down	15
13. Data and Risk Management	16
14. Governance, Quality Assurance and Contract Management Arrangements	17
15. Equity	17
16. General Data Protection Regulation	18
Appendix 1 of Call-down Contract (Terms of Reference): Schedule of Processing, Personal Data and Data Subjects	19
Annexes:	20

Acronyms List

ACER	Australian Council for Education Research UK Ltd.
BESTA	Better Education Statistics and global Action to improve learning programme
Coalition	Global Coalition on Foundational Learning
EdGE	Education, Gender and Equality Directorate
EQUALS	Evaluation Quality Assurance and Learning Service
FCDO	UK's Foreign, Commonwealth and Development Office
GAML	Global Alliance for Monitoring Learning
GED	Girls' Education Department
GEM-R	Global Education Monitoring Report
LICs	Low-income countries
LMICs	Lower-middle income countries
PAL Network	People's Action for Learning Network
SDG4	Sustainable Development Goal 4 – achieving 'equitable and quality education for all by 2030
SRO	Senior Responsible Owner
TA	Technical Assistance
ToC	Theory of Change
ToR	Terms of Reference
UIS	UNESCO Institute for Statistics

1. Introduction

1. The Foreign Commonwealth and Development Offices (FCDO) Girls' Education Department (GED) sits within the Education, Gender and Equality Directorate (EdGE) which leads on the delivery of the Government's commitment to stand up for the right of every girl around the world to 12 years of quality education.
2. This Terms of Reference (ToRs) details the requirements and responsibilities of the Supplier. to provide an Evaluation of GED's centrally managed programme Data for Foundational Learning (D4FL).

2. Context

3. The D4FL programme is a new centrally managed programme that will provide up to £27.4m over four years to increase the amount, quality, comparability and use of learning assessments in primary schools in low- and lower-middle income countries (LICs and LMICs). The programme is solely funded by FCDO and is a successor to the Better Education Statistics and global Action to improve learning (BESTA) programme.
4. The D4FL programme works across LICs and LMICs and will have specific Technical Assistance initiatives in approximately seven countries and will be active in around 10 other countries through the work of the People's Action for Learning (PAL) Network. These countries are in Sub-Saharan Africa and South Asia. The programme is also active globally through its "track" component.
5. D4FL is central to the UK's commitment to women and girls as set out in the International Development Strategy and the recently announced Women and Girls Strategy.¹ It will directly contribute to Sustainable Development Goal 4 (to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all) by measuring and using learning data to improve education provision.
6. Most children in LICs and LMICs are in school, but they are not learning. On current trends, Sustainable Development Goal 4 (SDG4) – achieving 'equitable and quality education for all by 2030' – is unlikely to be met. To address this G7 leaders adopted two new, ambitious SDG4 milestone targets under the 2021 UK G7 Presidency:
 - 20 million more girls reading by age ten (or the end of primary school); and
 - 40 million more girls in school, by 2026.
7. Currently, there are significant gaps in the disaggregated and comparable data on learning needed to track progress against the G7 targets and SDG4.

¹ [International Development Strategy; Women and Girls Strategy](#)

More importantly, in poorer countries, reliable information on what children are learning, especially in primary school, is not collected frequently or at all, limiting the ‘feedback loop’ to national education policy and planning, and within the classroom itself.

8. D4FL has three components: track; generate; and use.
 - **Track** children’s learning outcomes at global level to enable reporting on the SDG4 indicators for basic literacy and numeracy and the G7 global milestone targets for girls’ education. This component is delivered through ongoing support to UNESCO Institute for Statistics (UIS) and the Global Education Monitoring Report (GEM-R).
 - **Generate** more learning data and improve the way national governments report children’s learning outcomes through supporting the adaptation and implementation of the best available learning assessment tools in a range of partner countries. Support will be offered through technical assistance (current agreements with the Australian Council for Education Research UK Ltd. (ACER) and the World Bank) and promoting citizen-led learning assessments through the People’s Action for Learning (PAL) Network.
 - Ensuring more learning data is **used** by policy makers in government and partners to underpin the design and implementation of policy, plans and interventions aimed to improve foundational learning in poorer countries (initially through the World Bank’s work).

3. Objectives of the Contract

9. The purpose of this Contract is to provide an evaluation of the D4FL programme that will provide both learning and accountability. Overall, the objective is to assess the extent to which the design and implementation of D4FL supports its Theory of Change (Annex 2), specifically the two Outcomes:
 - More LICs and MICs report internationally using comparable and disaggregated data on learning, including in emergency contexts.
 - More state capability to regularly use disaggregated learning data so more governments and teachers implement and monitor interventions to improve foundational learning for all in priority countries.

5. Recipient and Beneficiaries

1. The recipient of this evaluation is FCDO.
2. The beneficiaries Implementing Partners, and other stakeholders in the global learning assessment architecture, such as members of the Global Alliance for Monitoring Learning (GAML)² and colleagues in Pillar 2 of the Global Coalition

² <https://gaml.uis.unesco.org/about/>

for Foundational Learning (the Coalition).³ Evaluation deliverables will also be of interest to and used by governments and development partners with whom the Supplier will interact to collect data and share learning.

3. **Contract Duration and Value**

10. The Contract will run for up to 33 months between 8thst July 2024 and 31st March 2027. The Contract Financial Limit is up to a maximum of £489,999 inclusive of all local government taxes but exclusive of UK VAT.

4. **Scope of the Contract**

5. The Supplier will conduct formative and summative evaluation activities:

- Under the formative evaluation, the Supplier will evaluate the extent to which the structure, organisation and delivery of the programme is working as intended, making recommendations for how it may be adapted to perform better.
- Under the summative evaluation the Supplier will evaluate the whole programme, assessing the extent to which it is contributing toward an increase in the amount of learning data available and its use to drive learning at scale.

6. The Supplier will be working with the Implementing Partners delivering the D4FL programme and with programme beneficiaries, which comprise policy makers and governments working in the education sector in supported LICs and LMICs.
7. Most evaluation activities will be desk-based, with some travel required to visit countries from the list of target countries, all in South Asia and Sub-Saharan Africa, to collect data and inform evaluations. These visits will principally inform the summative evaluation and focus on projects within the 'generate' component. FCDO requires a maximum of 10 country visits by the Supplier, the exact number and location of these visits will be determined once the Contract commences, during the Inception phase.
8. The Supplier shall be responsible for the formative and summative evaluations covering all aspects of the D4FL programme but exclude evaluation of wider work by Implementing Partners that is not directly connected to the delivery of the D4FL programme. The D4FL evaluation will draw on the recently conducted independent evaluation of GEM-R⁴ and will focus on the interaction between this component ("track") and the rest of the programme. Evaluation of work by Implementing Partners under the other two components ("generate" and "use") will need to be more thoroughly evaluated since published evaluations are not available.

³ The Coalition for Foundational Learning was founded in 2022 to bring together partners with a shared commitment to improving foundational learning for all and a desire to work together to drive change more quickly. Members are Bill and Melinda Gates Foundation, FCDO, Global Partnership for Education (GPE), UNICEF, UNESCO, USAID and World Bank.

⁴ [Evaluations | Global Education Monitoring Report \(unesco.org\)](https://unesco.org/en/publications/global-education-monitoring-report)

9. The formative evaluation will be published and used by the FCDO D4FL programme team to triangulate progress reports from partners, and by FCDO and Implementing Partners to assess progress and adapt the delivery of the programme, if required. The formative evaluation will be completed before the second Annual Review of the programme in February 2025.
10. The summative evaluation will be published and used by FCDO to help fulfil its accountability requirements and for learning by FCDO and other stakeholders, helping guide decisions around investment in learning and informing future FCDO programming through internal and external knowledge sharing sessions.
11. The Supplier will undertake a mapping exercise during the Inception phase to ensure that the appropriate individuals within each stakeholder category are included in dissemination efforts. The Supplier will include a full dissemination and use plan in the Inception Report.

6. Evaluation Approach and Questions

12. FCDO requires the formative and summative evaluations to take a theory-based approach using multiple methods suited to the evaluation objectives and questions. The formative evaluation will be a process evaluation using standard data collection methods such as document review, interviews and surveys. Suitable approaches for the summative evaluation might include contribution analysis, utilisation-focused evaluation and outcome harvesting. Use of comparison or control groups is not required.
13. FCDO is not prescribing a methodology for the conduct of the evaluations and these are only suggestions.
14. The formative evaluation will include all activities and projects in implementation whilst the summative evaluation will blend breadth and depth. It will encompass both a portfolio approach including all activities and projects and a deep dive into a selection of projects.
15. Evaluation questions for the formative and summative evaluations are set out below. The Supplier will work with FCDO during the Contract Inception Phase to finalise the evaluation questions and sub-questions.
16. The key evaluation questions for the formative evaluations are:
 - Is each aspect of the programme being implemented well, and working together to lead to the intended programme outcomes?
 - Could FCDO and Implementing Partners make changes to increase the likelihood of programme success?
17. These questions can be broken down into the following sub-evaluation questions aligned with the OECD-DAC evaluation criteria:⁵

⁵ <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

- a. **Relevance:** To what extent are D4FL's activities and objectives responding to the needs of country and partner institutions? To what extent are beneficiaries and key stakeholders engaging with the D4FL programme? Is the programme working to improve equity, through (1) supporting better understanding of gender differentials in education outcomes, and (2) ensuring more data is available on Children with Disabilities, and in Education in Emergency and Protracted Crises contexts?
- b. **Coherence:** To what extent does the structure of the D4FL programme, including relations between Implementing Partners, governance arrangements, and FCDO headquarters and country posts, support the delivery of the programme and achievement of its objectives? How does the programme support international learning assessment efforts, including work of key groups such as GAML and the Coalition? Are in-country programme objectives and activities aligned with national education structures and policies?
- c. **Effectiveness:** How successfully is each D4FL Implementing Partner working and are they making the expected progress in delivering their activities and outputs? What might be changed to increase the likelihood that the programme will be effective, including in its equity objectives? What is causing any observed variation in delivery of technical assistance and capacity building and are there more or less successful models of implementation?
- d. **Efficiency:** To what extent is the D4FL programme making best use of its resources to maximise the chance that programme outcomes will be achieved? To what extent are the resources allocated to programme activities appropriate and have these resources been used as planned? Is the programme being delivered according to the intended timeline?

18. The key questions for the summative evaluation are:

- Did the D4FL programme produce the intended results?
- Did it represent good value for money?

19. These questions can be broken down into the following sub-evaluation questions aligned with the OECD-DAC evaluation criteria:

- a. **Relevance:** To what extent did the activities and outputs funded through D4FL respond to the needs of country and partner institutions and other key stakeholders? To what extent did stakeholders engage with and support the D4FL programme? Did the programme support international learning assessment efforts, including the work of key groups such as GAML and the Coalition?
- b. **Effectiveness:** To what extent has investment through D4FL led to increased amount, quality, comparability and use of learning assessments in primary schools in D4FL target countries? Has the number of countries reporting against SDG4.1.1a and / or SDG4.1.1b increased? Has D4FL improved understanding of challenges and opportunities for girls' education? Has the programme led to an improvement in the availability and quality of learning data amongst

Children with Disabilities, and in Education in Emergency and Protracted Crises contexts?

- c. **Impact:** Has there been any change to government policies or practices with respect to foundational learning based on data made available through the programme? Has there been an increase in the number of countries with future plans to carry out regular robust assessments?
- d. **Sustainability:** What has the D4FL programme changed in the international assessment landscape? Will these changes continue after the programme has finished? How has practice changed in governments of countries who benefitted from the programme and are these changes likely to be sustained?

20. The Supplier will work with FCDO during the Contract Inception Phase to finalise the evaluation questions and sub-questions.

7. Contract Requirements

21. The Supplier shall deliver a set of outputs/deliverables and associated activities in line with the timings set out below.

22. The Contract will consist of two phases: an Inception Phase and an Implementation Phase.

Inception phase (10 weeks):

During the Inception Phase the Supplier will deliver the following:

23. The Inception Report is an Inception Phase deliverable and will need to be approved by the FCDO D4FL Senior Responsible Owner (SRO) before the Contract moves to its Implementation Phase.

During the Inception Phase the Supplier's deliverables will include, developing a workplan for the duration of the Contract, developing formative and summative evaluation plans, establishing a risk matrix and approach to risk mitigation, and writing a communication plan. The reporting requirements section below lists the contents of the Inception Report, which acts as a guide to activities that will need to be completed in this phase.

24. Engagement with the other D4FL Implementing Partners will be required during the Inception Phase to agree on data needs and timelines for evaluation activities.

25. A draft evaluation plan for the summative evaluation is to be included in the inception report, whilst the detailed planning for the summative evaluation to be further developed and be adapted during the Implementation Phase.

26. The final set of implementation deliverables, activities and timetable will be agreed with FCDO in the Inception Phase.

Output	Activities	Timeline
1. Draft Inception report	<p>Workplan for duration of the contract</p> <p>Formative and summative evaluation plans</p> <p>Risk matrix, including consideration of safeguarding.</p> <p>Communications plan</p>	Draft Inception report to be delivered 6 weeks after the contract start date.
2. Final Inception report	Based on activities in the draft Inception report	Finalised Inception report to be delivered 10 weeks after contract start date.

Implementation phase (30 months):

During the Implementation Phase the Supplier will deliver:

3. Formative Evaluation, which will provide evidence to FCDO on the degree to which implementation of the D4FL programme is working as intended and making recommendations for how programme delivery may be improved. The deliverables will be:
 - Presentation of draft findings to the D4FL Steering Committee. To be submitted in November 2024.
 - Organisation and facilitation of a learning and reflection workshop that draws on the formative evaluation and facilitates the adaptive management of the programme. This workshop will be in December 2024 and will include D4FL Implementing Partners.
 - A report against the evaluation questions set for the formative evaluation. The final report will be required in January 2025 to inform the second programme Annual Review.
4. Summative Evaluation, which will explore the extent to which the programme was successful in increasing the amount, quality, comparability and use of learning data in primary schools in LICs and LMICs. The deliverables will be:
 - A full draft summative evaluation plan submitted in September 2024 for review by the D4FL Steering Committee, with the final evaluation plan to be submitted by January 2025.

- Mid-term evaluation report summarising findings against the summative evaluation questions and making recommendations. This will be submitted in January 2026. It will be a learning-focussed report describing progress made towards the achievement of programme outcomes and making recommendations.
 - Final summative evaluation report submitted in December 2026.
 - Presentation of findings to relevant stakeholders (from the list of Beneficiaries, to be agreed between FCDO and Supplier) in February 2027.
5. With respect to the formative and summative evaluation outputs, presentations to the D4FL Steering Committee will be required. For details on this committee, see Governance and Quality Assurance Arrangements, below. The Supplier will also produce a short summary of the summative and formative evaluation reports which FCDO will publish on their website.
6. The table below outlines the Implementation Phase deliverables and the associated activities along with the timelines:

Deliverable	Activities	Timeline
The Formative Evaluation	<ol style="list-style-type: none"> 1. A Field report showing evaluation with the chosen methods. 2. Final report on formative evaluation questions. 3. 2 workshops with (1) D4FL Steering Committee and (2) Implementing Partners, to support adaptive management. 	<p>Learning and reflection workshops in November and December 2024.</p> <p>Final written report in January 2025, to inform the D4FL Annual Review in February.</p>
The Summative Evaluation	<ol style="list-style-type: none"> 4. Final summative evaluation plan including evaluation framework, design, method, data requirements etc. 5. Conduct evaluation with the chosen methods. 6. Mid-term evaluation report summarising findings against the summative evaluation questions 7. Final report on summative evaluation questions. 	<p>Full draft summative evaluation plan submitted for FCDO review in September 2024.</p> <p>Final summative evaluation plan submitted January 2025.</p> <p>Mid-term report submitted January 2026.</p> <p>Final report in December 2026.</p>

	8. Presentation of findings to (1) D4FL Steering Committee and (2) with relevant beneficiaries (the Supplier may choose to run this as separate presentations for different partners)	
--	---	--

8. Skills and Competency Requirements

7. The proposed team has to possess the following skills and competencies to deliver the requirements of the Contract:
8. The Team Lead must have
 - a proven track record of leading evaluations in international development, in the field of education
 - expertise and competency in qualitative formative and summative evaluations and adaptive programme management
 - Expertise working with learning data and education in LICs and LMICs
 - Expertise in gender and inclusion of children with disabilities in education settings.
 - Ability to work collaboratively with a wide range of stakeholders working with LICs and LMICS, including FCDO officers, experts in education, international development programme implementers, and policy makers.
 - Excellent written and oral communication skills in English.
9. The team should also represent a mix of international and national/regional experts with considerations to a gender balance within the proposed team.
10. Local experts must be used for country-based field work (data collection activities) For field visits, participation of local evaluators is expected.

9. Performance management

11. FCDO will monitor the performance of the Supplier continuously for the entire duration of the Contract. FCDO will manage the Supplier's performance through a range of following:
12. Regular (virtual) meetings with the Supplier every two weeks during the Inception Phase and then quarterly thereafter. Quarterly progress reports and an annual report will be required to measure the Supplier against progress towards deliverables, and to ensure an agreed approach. An outline of the contents of these reports is set out below.

13. The Contract will have a dedicated FCDO Contract Manager and a Senior Responsible Owner (SRO) in FCDO, who will be the primary contacts for agreeing workplans and who will be responsible for the day-to-day management of the Contract. In addition, the Supplier will be in contact with other FCDO staff during the Contract.
14. All reports are to be submitted to the FCDO Contract Manager.
15. Reporting requirements, which may be adjusted in the Inception Phase, include:

10. Reporting Requirements

Inception Report

The Inception Report must be submitted ten weeks following the Contract commencement date. A draft report is to be submitted no later than 6 weeks following the Contract commencement date. (Arial font size 12, no longer than 30 A4 pages)

Inception Report must contain:

- A summary of progress and achievement against the Inception Phase deliverables.
- A refined/finalised workplan for the first year and an indicative workplan for the remainder of the contract, including a timetable, budget forecasts and a financial management plan.
- An evaluation plan and evaluation matrix detailing the questions and the approach for the formative evaluation.
- A draft evaluation plan and evaluation matrix for the summative evaluation.
- Format and timetable for the learning and the reflection workshop.
- Methodological limitations.
- Approach to equity.
- An outline of governance and quality assurance processes.
- A risk matrix including delivery chain risk map and contextual and methodological challenges for implementing the evaluations, with mitigation measures.
- A stakeholder map and stakeholder engagement / influencing strategy.
- Data sharing plans and agreements.
- An approach to ethics and safeguarding.
- An audience analysis and dissemination, use and influence plan for evaluation deliverables.
- A communications strategy outlining how the Supplier will represent themselves to FCDO and work alongside other D4FL Implementing Partners.
- A logframe covering the Supplier's work under this Contract, capturing the Supplier's own performance and milestones.

Quarterly Report

A Quarterly Report shall be due throughout the Implementation phase. The fourth quarterly report will be replaced by the Annual Report. No longer than 10 A4 pages.

The Quarterly Report must contain:

- A narrative report on progress across the preceding quarter, including progress against the workplan and, when appropriate, results framework indicators.
- Planned activities for the coming quarter.
- Risk management update and updated Risk Matrix.
- Lessons Learned.
- Financial report including:
 - Reconciliation of previous quarter's expenditure against forecast.
 - Justification for variances of actual spend against the forecast.
 - Update of forecast of the remainder of the year.
 - Draft Quarterly Invoice for approval prior to submitting for processing.

Annual Report

An annual report must be submitted in January each year. This is timed to feed into the D4FL Annual Review. No longer than 20 A4 pages.

The Annual Report must contain:

- Summary of progress against the workplan and logframe for the previous year.
- Lessons learned and adaptations made to the evaluation approach, if appropriate.
- Progress against D4FL Annual Review recommendations relevant to the Suppliers work.
- Work plan for following year.
- Update on stakeholder engagement/influencing.
- Updated Risk Matrix including Supply Chain and mitigations.
- Financial update, setting out actual expenditure to date and revised forecast for the following years.
- Updated asset register

Formative Evaluation Report

A draft formative evaluation report must be submitted in November 2024. The final formative evaluation report must be submitted in January 2025. No longer than 40 pages excluding annexes. In addition, a 2-page summary ("evaluation digest") of the final formative evaluation report will be required using the template supplied by FCDO.

- The Formative Evaluation Reports will cover the relevant evaluation objectives and questions, the methodology, findings, conclusions, and recommendations, and will have an executive summary. The exact content

and format of these reports will be established and agreed with Supplier in the Inception Phase.

Summative Evaluation Report

The final Summative Evaluation Plan must be submitted in January 2025. No longer than 20 A4 pages (excluding annexes). A mid-term Summative Evaluation Report must be submitted no later than January 2026 and the final Summative Evaluation Report submitted in December 2026. Each report shall be no longer than 50 pages excluding annexes. In addition, a 2-page summary ("evaluation digest") of the final Summative Evaluation Report will be required using the template supplied by FCDO.

The summative evaluation plan will include the evaluation framework, questions, design, method, data requirements and workplan.

The mid-term and final reports will cover the relevant evaluation objectives and questions, the methodology, findings, conclusions, and recommendations, and will have an executive summary. The exact content and format of these reports will be discussed with the Evaluation Panel but must be agreed with FCDO.

16. In line with FCDO's evaluation policy, all evaluation reports will be published, together with a management response setting out how the FCDO will respond to the recommendations.
17. All the reports will be discussed at D4FL Steering Committee meetings and require a presentation from the Supplier to summarise the key learnings and deliverables.

11. Budget and Payment Mechanism

During the Inception Phase all payments will be output-based and linked to the successful delivery and acceptance of the Inception Phase deliverables. The amount due is set out Annex B Schedule of Payments. All expenses shall be paid on actuals.

18. Payment for the Implementation Phase will be made quarterly on the basis of input fees and actual expenses incurred in the period.
19. FCDO approval of the fulfilment of contract deliverables will assess the quality of each deliverable. All key contract deliverables will be reviewed by the FCDO SRO in accordance with this approach.
20. The Supplier will submit payment invoices to FCDO quarterly in arrears. Invoices will illustrate fees and expenses incurred against the programme deliverables.

12. Scale Down

21. FCDO reserve the right to scale down or terminate this Contract at any point in line with the Terms and Conditions. Scaling down is at FCDO's discretion and may occur for reasons including but not limited to Supplier performance or shortage of funds.

Review Points

22. The Contract will be subject to a break point at the end of March 2025. Continuation of the Contract beyond that point will be subject to satisfactory performance and progress against the agreed deliverables. This will involve a review 6 months before the break point to determine whether performance and achievements to date are sufficient to continue and the Supplier will be notified no later than 2 months before the break point whether the Contract will continue into the next Spending Review period or be terminated at the break point.
23. The Contract will have a formal review point at the end of the Inception Phase to determine whether the Contract should proceed to the Implementation Phase. This will take place within two weeks of receiving the final Inception report. Continuation of the Contract beyond the review point will be subject to acceptance of Inception Phase deliverables by FCDO.

13. Data and Risk Management

24. Most of the data required for this evaluation will be primary data generated by Supplier. Some additional data will come from publicly available sources such as the SDG4.1.1a and SDG4.1.1b UIS databases.⁶ The UIS is the official source of internationally comparable data on education. The evaluation will also use monitoring and evaluation data from Implementing Partners. This includes external evaluation data for GEM-R.⁷
25. When the Contract is signed, FCDO will set up an introductory meeting(s) with the Implementing Partners during the Inception Phase. This meeting will set out the evaluation design and establish data sharing principles and expectations, including consideration of timeliness of data sharing and collection throughout the programme cycle.
26. Successful engagement and data collection from representatives of national governments may require assistance from D4FL Implementing Partners and the FCDO D4FL Programme Team and local FCDO officers, for example to initiate contact and arrange interviews.
27. A full risk assessment will be conducted by the Supplier during the Inception Phase. Some key risks identified by FCDO the Supplier must consider in their approach to deliver this contract shall include but not limited to:

⁶ [sdg4-data.unesco.org](https://data.unesco.org/sdg4-data).

⁷ [Evaluations | Global Education Monitoring Report \(unesco.org\)](#).

- Building relationships at the right level across D4FL Implementing Partners and stakeholders to collect data and evidence for evaluation.
- Ensuring personnel with key responsibilities for delivering the activities under this Contract have the required skills and expertise.
- Determining the contribution of the programme to outcomes and impacts, compared to overall shifts in the availability, quality, and use of data globally.
- Retaining continuity in the evaluation team, given the duration of the services and Contract.

14. Governance, Quality Assurance and Contract Management Arrangements

28. Evaluation work under this Contract will be overseen and managed by the D4FL Steering Committee. This comprises the D4FL Programme Team and the Girls' Education Department Evaluation Adviser. The overall coordinator will be the D4FL Programme Responsible Officer (SRO). The Steering Committee will provide first-line quality assurance of deliverables under this contract. The Supplier is not expected to attend Steering Committee meetings. The final formative evaluation report and final summative evaluation report will be quality assured by FCDO's Evaluation Quality Assurance and Learning Service (EQUALS).
29. FCDO will manage the Supplier's performance primarily through a logframe (or other results framework) and progress against an agreed workplan. Each year FCDO will produce an annual review of the Supplier's performance and progress as per FCDO standard rules. This review will be completed in February each year. All the reports stated/listed under the reporting section will be used as the basis for assessing Contract performance.
30. Communication with Implementing Partners is a crucial part of this contract. Therefore, once the contract is awarded an introductory meeting will be set up between FCDO, Implementing Partners and the Supplier to formally present the Supplier to Implementing Partners, explain the Contract and its objectives and clarify any points of concern. Contact between the Supplier and Implementing Partners should be carefully managed. The Supplier will copy relevant FCDO contacts on significant correspondence with Implementing Partners.

15. Equity

31. The focus of the programme is to collect learning data that will be used to improve education outcomes for all children. Learning assessments need to be representative and show the learning status of marginalised groups through data disaggregation, including gender and disability status. The programme also tries to improve understanding of learning status of children out of school, and those in emergency and protracted crises contexts. The

extent to which the programme is successful in achieving these objectives will be evaluated by the Supplier.

32. The Supplier will take an inclusive approach to the conduct of the evaluation through for example team composition and considering equity throughout the evaluation.

16. General Data Protection Regulation

33. Please refer to the details of the GDPR relationship status and personal data (where applicable) for this project as detailed in Appendix 1 (Schedule of Processing, Personal Data and Data Subjects).

Appendix 1 of Call-down Contract (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 FCDO and any changes to the content of this schedule must be agreed formally with FCDO under a Contract Variation.

Description	Details
<p>Identity of the Controller and Processor for each Category of Data Subject</p>	<p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the following status will apply to personal data under this Call-down Contract:</p> <p>1. FCDO is the Controller and the Supplier is the Processor in accordance with Clause 33 (Section 2 of the contract) of the following Personal Data:</p> <ul style="list-style-type: none"> Names Email addresses Job titles

Annexes:

Annex 2: D4FL Theory of Change

