

## CONTRACT FOR SUPPLIER SERVICES

### Section 1 - FORM OF CONTRACT

**CONTRACT FOR** : **AIS Events Production**  
**PURCHASE ORDER NUMBER** : **PO10003**

#### **THIS CONTRACT is made**

**BETWEEN** The Secretary of State for International Development at the Department for International Development, Abercrombie House, Eaglesham Road, East Kilbride, Glasgow, G75 8EA ("DFID");

**AND** **Calder Conferences Ltd ("Supplier")**  
whose principal place of business, or, where the Supplier is a company, whose registered office is situated at 4 Woodside Court, Clayton Wood Rise, Leeds, LS16 6RF

(together "the Parties").

#### **WHEREAS:**

- A.** DFID requires the Supplier to provide the services as defined in Section 3 (the "Services") to DFID (the "Recipient"); and
- B.** the Supplier has agreed to provide the Services on the terms and conditions set out in this Contract.

#### **IT IS HEREBY AGREED** as follows:

##### **1. Documents**

This Contract shall be comprised of the following documents:

Section 1	Form of Contract
Section 2	General Conditions
Section 3	Terms of Reference/Roles and Responsibilities
Section 4	Special Conditions
Section 5	Schedule of Prices

This Contract constitutes the entire agreement between the Parties in respect of the Suppliers obligations and supersedes all previous communications between the Parties, other than as expressly provided for in Section 3 and/or Section 4.

##### **2. Contract Signature**

If the Original Form of Contract is not returned to the Contract Officer (as identified in Section 4) duly completed (including the applicable Purchase Order Number at the top of Section 1), and signed and dated on behalf of the Supplier within **5 working days** of the date of signature on behalf of DFID, DFID will be entitled, at its sole discretion, to declare this Contract void.

**No payment will be made to the Supplier under this Contract until a copy of the Form of Contract, signed on behalf of the Supplier, is returned to the Contract Officer.**

**3. Commencement and Duration of the Services**

The Supplier shall start the Services on 3<sup>rd</sup> December 2019 (the "Start Date") and shall complete them by 31<sup>st</sup> January 2020 (the "End Date") unless this Contract is terminated earlier in accordance with its terms and conditions. With the further option of a 12 month extension.

**4. Financial Limit**

Payments under this Contract shall not, in any circumstances, exceed £983,105 exclusive of any government tax, if applicable (the "Financial Limit").

**5. Programme Name**

The Programme Name to which this Contract relates is AIS Events Production.

**6. Time of the Essence**

Time shall be of the essence as regards the performance by the Supplier of its obligations under this Contract.

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

Name:

Position:

Signature:

Date:


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

Name:

Position:

Signature:

Date:



Department for International Development (DFID)

## Standard Terms and Conditions – AIS Event Production

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## Preliminaries

### 1. DEFINITIONS AND INTERPRETATION

- 1.1 In this Contract, unless otherwise provided or the context otherwise requires, capitalised expressions shall have the meanings set out in Schedule 1 (Definitions) or the meaning set out in the relevant Schedule in which that capitalised expression appears.
- 1.2 If a capitalised expression does not have an interpretation in Schedule 1 (Definitions) or the relevant Schedule, it shall, in the first instance, be interpreted in accordance with the common interpretation within the relevant market sector/industry where appropriate. Otherwise, it shall be interpreted in accordance with the dictionary meaning.
- 1.3 The interpretation and construction of the Contract shall be subject to the following provisions:
- 1.3.1 clause headings shall not affect the interpretation or construction of the Contract;
  - 1.3.2 a reference to Law includes a reference to that Law as amended, consolidated or re-enacted from time to time;
  - 1.3.3 references to a **“person”** includes a natural person and a corporate or unincorporated body;
  - 1.3.4 words in the singular shall include the plural and vice versa;
  - 1.3.5 references to **“representations”** shall be construed as references to present facts, to **“warranties”** as references to present and future facts and to **“undertakings”** as references to obligations under this Contract;
  - 1.3.6 words **“including”, “other”, “in particular”, “for example”** and similar words shall not limit the generality of the preceding words and shall be construed as if they were immediately followed by the words **“without limitation”**;
  - 1.3.7 a reference to one gender shall include a reference to the other genders; and
  - 1.3.8 where the context allows, references to Clauses are to clauses in this Contract and references to Sections are the sections of this Contract.
- 1.4 Except as expressly provided elsewhere in this Contract, and subject to Clause 1.5, in the event of and only to the extent of any conflict between each Section of this Contract, the conflict shall be resolved in accordance with the following order of precedence:
- 1.4.1 Section 1 (Form of Contract);
  - 1.4.2 Section 4 (Special Conditions);
  - 1.4.3 Section 3 (Terms of Reference);
  - 1.4.4 Section 2 (Standard Terms and Conditions for Below Threshold Services; and
  - 1.4.5 Section 5 (Schedule of Prices).
- 1.5 In entering into this Contract DFID is acting as part of the Crown.

### 2. REPRESENTATIONS AND WARRANTIES

- 2.1 The Supplier represents and warrants that:
- 2.1.1 it is validly incorporated, organised and subsisting in accordance with the Laws of its place of incorporation;
  - 2.1.2 it has full capacity and authority to enter into and to perform this Contract;
  - 2.1.3 this Contract is executed by its duly authorised representative;
  - 2.1.4 it has all necessary consents and regulatory approvals, including in the country of performance, to enter into this Contract;
  - 2.1.5 there are no actions, suits or proceedings or regulatory investigations before any court or administrative body or arbitration tribunal pending or, to its knowledge, threatened against it or any of its Affiliates that might affect its ability to perform its obligations under this Contract;

- 2.1.6 its execution, delivery and performance of its obligations under this Contract will not constitute a breach of any Law or obligation applicable to it and will not cause or result in a default under any agreement by which it is bound;
- 2.1.7 its obligations under this Contract constitute its legal, valid and binding obligations, enforceable in accordance with their respective terms subject to applicable bankruptcy, reorganisation, insolvency, moratorium or similar Laws affecting creditors' rights generally and subject, as to enforceability, to equitable principles of general application (regardless of whether enforcement is sought in a proceeding in equity or law);
- 2.1.8 all written statements and representations in any written submissions made by the Supplier as part of the procurement process, including without limitation its response to the standard selection questionnaire and invitation to tender (if applicable), its Tender and any other documents submitted remain true and accurate except to the extent that such statements and representations have been superseded or varied by this Contract or to the extent that the Supplier has otherwise disclosed to DFID in writing prior to the date of this Contract;
- 2.1.9 it has notified DFID in writing of any Occasions of Tax Non-Compliance and any litigation in which it is involved that is in connection with any Occasion of Tax Non-Compliance;
- 2.1.10 it has all necessary rights in and to the Licensed Software, the Third Party IPRs, the Supplier Background IPRs and any other materials made available by the Supplier (and/or any Sub-Contractor) to DFID which are necessary for the performance of the Supplier's obligations under this Contract and/or the receipt of the Services by DFID;
- 2.1.11 the Charges set out in Section 5 (Schedule of Prices) is/will be a true and accurate reflection of the costs and the Supplier does not have any other internal financial model in relation to the Services inconsistent with the Charges;
- 2.1.12 it is not subject to any contractual obligation, compliance with which is likely to have a material adverse effect on its ability to perform its obligations under this Contract;
- 2.1.13 no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Supplier or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Supplier's assets or revenue
- 2.2 The representations and warranties set out in Clause 2.1 shall be deemed to be repeated by the Supplier on the Commencement Date (if later than the date of signature of this Contract) by reference to the facts then existing.
- 2.3 The representations and warranties set out in this Clause 2 shall be construed as a separate representation and warranty and shall not be limited or restricted by reference to, or inference from, the terms of any other representation, warranty or any other undertaking in this Contract.
- 2.4 If at any time the Supplier becomes aware that a representation or warranty given by it under Clause 2.1 has been breached, is untrue or is misleading, it shall immediately notify DFID of the relevant occurrence in sufficient detail to enable DFID to make an accurate assessment of the situation.
- 2.5 the Supplier System and assets used in the performance of the Services will be:
  - 2.5.1 free of all encumbrances, any exceptions must be agreed in writing with DFID; and
  - 2.5.2 Euro Compliant.
- 2.6 The Supplier shall at all times comply with Law in carrying out its obligations under this Contract.
- 2.7 For the avoidance of doubt, the fact that any provision within this Contract is expressed as a warranty shall not preclude any right of termination which DFID may have in respect of breach of that provision by the Supplier.
- 2.8 Except as expressly stated in this Contract, all warranties and conditions whether express or implied by statute, common law or otherwise are hereby excluded to the extent permitted by Law.
- 3. FINANCIAL LIMIT**
- 3.1 The components which comprise the Financial Limit are set out in Section 5 (Schedule of Prices). No expenditure may be incurred in excess of the Financial Limit and no virements between components shown in the Section 5 (Schedule of Prices) are permitted without the prior written authority of the DFID Contract Officer.

## Term of Contract

### 4. CONTRACT TERM

4.1 The duration of this Contract shall be the Term.

## Provision of Services

### 5. OBLIGATIONS OF THE SUPPLIER

- 5.1 The Supplier shall perform all its obligations under this Contract with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards expected from experts and in accordance with DFID's Supply Partner Code of Conduct (Appendix B).
- 5.2 If the Supplier is a joint venture or an unincorporated consortium then each of the joint venture or consortium partners shall bear joint and several liability where liability may arise.
- 5.3 In performing its obligations under this Contract, neither the Supplier, nor any of its Affiliates, shall embarrass DFID or otherwise bring DFID into disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in DFID, regardless of whether or not such act or omission is related to the Supplier's obligations under this Contract.
- 5.4 The Supplier shall gather, collate, and provide such information and cooperation as DFID may reasonably request for the purposes of ascertaining the Supplier's compliance with its obligations under this Contract.
- 5.5 The Supplier shall ensure that the Services:
- 5.5.1 comply in all respects with the description of Services in Section 3 (Terms of Reference) or elsewhere in this Contract; and
  - 5.5.2 are supplied in accordance with the provisions of this Contract and the Tender.
- 5.6 The Supplier shall perform its obligations under this Contract in accordance with:
- 5.6.1 all applicable Law;
  - 5.6.2 Good Industry Practice;
  - 5.6.3 any policies provided by DFID; and
  - 5.6.4 the Supplier's own established procedures and practices to the extent they do not conflict with the requirements of Clauses 5.6.1 to 5.6.3.
- 5.7 An obligation on the Supplier to do, or to refrain from doing, any act or thing shall include an obligation upon the Supplier to procure that its Supplier Personnel also do, or refrain from doing, such act or thing.

## Supplier Personnel and Supply Chain Matters

### 6. SUPPLIER PERSONNEL

- 6.1 The Supplier shall not remove or replace any Key Personnel (including when carrying out its obligations under Clause 14 (Exit Management)) unless:
- 6.1.1 requested to do so by DFID;
  - 6.1.2 the person concerned resigns, retires or dies or is on maternity or long-term sick leave;
  - 6.1.3 the person's employment or contractual arrangement with the Supplier or a Sub-Contractor is terminated by the employer for material breach of contract; or
  - 6.1.4 the Supplier obtains Approval (such Approval not to be unreasonably withheld or delayed).



6.2 The Supplier shall:

- 6.2.1 provide a list of the names of all Supplier Personnel requiring admission to DFID Sites, specifying the capacity in which they require admission and giving such other particulars as DFID may reasonably require;
- 6.2.2 ensure that all Supplier Personnel:
  - (a) are appropriately qualified, trained and experienced to provide the Services with all reasonable skill, care and diligence;
  - (b) are vetted in accordance with Good Industry Practice and in compliance with the Staff Vetting Procedure ([www.gov.uk/government/collections/government-security](http://www.gov.uk/government/collections/government-security));
  - (c) shall be subject to pre-employment checks that include, as a minimum, employment history for the last three years, identity checks, unspent criminal convictions and right to work (including nationality and immigration status);
  - (d) obey all lawful instructions and reasonable directions of DFID (including, if so required by DFID, the ICT Policy) and provide the Services to the reasonable satisfaction of DFID; and
  - (e) comply with:
    - (i) all reasonable requirements of DFID concerning conduct at DFID Sites, including any security requirements; and
    - (ii) any DFID policies, provided to the Supplier or Supplier Personnel from time to time
- 6.2.3 be liable at all times for all acts or omissions of Supplier Personnel, so that any act or omission of a member of any Supplier Personnel which results in a Default under this Contract shall be a Default by the Supplier;
- 6.2.4 use all reasonable endeavours to minimise the number of changes in Supplier Personnel;
- 6.2.5 subject to Clause 6.1, replace (temporarily or permanently, as appropriate) any Supplier Personnel as soon as practicable if any Supplier Personnel have been removed or are unavailable for any reason whatsoever;
- 6.2.6 bear the programme familiarisation and other costs associated with any replacement of any Supplier Personnel; and
- 6.2.7 procure that the Supplier Personnel shall vacate DFID Sites immediately upon the Expiry Date.

6.3 If DFID reasonably believes that any of the Supplier Personnel are unsuitable to undertake work in respect of this Contract, it may:

- 6.3.1 refuse admission to the relevant person(s) to DFID Sites and/or
- 6.3.2 direct the Supplier to end the involvement in the provision of the Services of the relevant person(s).
- 6.3.3 require the Supplier to replace the relevant person(s) without direct or indirect charge to DFID and the Supplier shall fully indemnify and hold DFID harmless against any claims of any kind that may arise with regard to the replacement of such Supplier Personnel.

**7. SUB-CONTRACTORS AND EXCLUSIVITY**

- 7.1 DFID has consented to the appointment of the Sub-Contractors set out in Section 4 (Special Conditions).
- 7.2 The Supplier shall exercise due skill and care in the selection of any Sub-Contractors to ensure that the Supplier is able to:
  - 7.2.1 manage any Sub-Contracts in accordance with Good Industry Practice;
  - 7.2.2 comply with its obligations under this Contract in the provision of the Services; and

- 7.2.3 assign, novate or otherwise transfer to DFID or any Replacement Supplier any of its rights and/or obligations under each Sub-Contract that relates exclusively to this Contract.
- 7.3 Prior to sub-contacting any of its obligations under this Contract, the Supplier shall both act in accordance with Clause 8 below and notify DFID and provide DFID with:
- 7.3.1 the proposed Sub-Contractor's name, registered office and company registration number;
- 7.3.2 the scope of any Services to be provided by the proposed Sub-Contractor; and
- 7.3.3 where the proposed Sub-Contractor is an Affiliate of the Supplier, evidence that demonstrates to the reasonable satisfaction of DFID that the proposed Sub-Contract has been agreed on "arm's-length" terms.
- 7.4 If requested by DFID within ten (10) Working Days of receipt of the Supplier's notice issued pursuant to Clause 7.3, the Supplier shall also provide:
- 7.4.1 a copy of the proposed Sub-Contract; and
- 7.4.2 any further information reasonably requested by DFID.
- 7.5 DFID may, within ten (10) Working Days of receipt of the Supplier's notice issued pursuant to Clause 7.3 (or, if later, receipt of any further information requested pursuant to Clause 7.4), object to the appointment of the relevant Sub-Contractor if they consider that:
- 7.5.1 the appointment of a proposed Sub-Contractor may prejudice the provision of the Services or may be contrary to the interests of DFID under this Contract;
- 7.5.2 the proposed Sub-Contractor is unreliable and/or has not provided reliable goods and or reasonable services to its other customers; and/or
- 7.5.3 the proposed Sub-Contractor employs unfit persons,
- in which case, the Supplier shall not proceed with the proposed appointment.
- 7.6 If DFID has not notified the Supplier that it objects to the proposed Sub-Contractor's appointment by the later of ten (10) Working Days of receipt of:
- 7.6.1 the Supplier's notice issued pursuant to Clause 7.3; or
- 7.6.2 any further information requested by DFID pursuant to Clause 7.4,
- the Supplier may proceed with the proposed appointment.
- 7.7 The Supplier shall ensure that all Sub-Contracts contain provisions:
- 7.7.1 requiring the Sub-Contractor to comply with the DFID's Supply Partner Code of Conduct (Appendix B) at all times;
- 7.7.2 requiring the Supplier to pay any undisputed sums which are due from it to the Sub-Contractor within a specified period not exceeding thirty (30) days from the receipt of a valid invoice;
- 7.7.3 requiring that any invoices submitted by a Sub-Contractor shall be considered and verified by the Supplier in a timely fashion and that undue delay in doing so shall not be sufficient justification for failing to regard an invoice as valid and undisputed;
- 7.7.4 conferring a right to DFID to publish the Supplier's compliance with its obligation to pay undisputed invoices to the Sub-Contractor within the specified payment period;
- 7.7.5 giving the Supplier a right to terminate the Sub-Contract if the Sub-Contractor fails to comply in the performance of the Sub-Contract with legal obligations in the fields of environmental, social or labour law; and
- 7.7.6 requiring the Sub-Contractor to include in any Sub-Contract which it in turn awards suitable provisions to impose, as between the parties to that Sub-Contract, requirements to the same effect as those required by this Clause 7.7.

- 7.8 The Supplier shall:
- 7.8.1 pay any undisputed sums which are due from it to a Sub-Contractor within thirty (30) days from the receipt of a valid invoice;
  - 7.8.2 not include in any Sub-Contract any provision the effect of which would be to limit or restrict the ability of the Sub-Contractor to contract directly with DFID, a Replacement Supplier, or with any other organisation and Sub-Contractors shall be free to assert their rights independently regarding contractual exclusivity.
  - 7.8.3 where Sub-Contracting has been Approved by DFID, promptly provide DFID with written confirmation from each Sub-Contractor identified within Section 4 of the Contract that they accept provisions set out at Clauses 46.1 to 46.7 (Safeguarding), which shall be included in all Supplier Sub-Contracts.

## **8. DUTY OF CARE**

- 8.1 The Supplier owes a duty of care to the Supplier Personnel and is responsible for the health, safety, security of life and property and general wellbeing of such persons and their property and this includes where the Supplier Personnel carry out the Services.
- 8.2 The Supplier warrants that it has and will throughout the duration of the Contract:
- 8.2.1 carry out the appropriate risk assessment with regard to its delivery of the Services;
  - 8.2.2 provide the Supplier Personnel with adequate information, instruction, training and supervision;
  - 8.2.3 have appropriate emergency procedures in place to enable their provision of the Services so as to prevent damage to the Supplier Personnel's health, safety, security of life and property and general wellbeing.
- 8.3 The provision of information of any kind whatsoever by DFID to the Supplier shall not in any respect relieve the Supplier from responsibility for its obligations under this Clause 8. The positive evaluation of the Supplier's proposal for the provision of the Services and the award of this Contract is not an endorsement by DFID of any arrangements which the Supplier has made for the health, safety, security of life and property and wellbeing of the Supplier Personnel in relation to the provision of the Services.
- 8.4 The Supplier acknowledges that the DFID accepts no responsibility for the health, safety, security of life and property and general wellbeing of the Supplier Personnel with regard to the Supplier Personnel carrying out the Services under this Contract.
- 8.5 The Supplier will ensure that such insurance arrangements as are made to cover the Supplier Personnel, or any person employed or otherwise engaged by the Supplier, and pursuant to the Suppliers duty of care as referred to in this Clause 8, are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.
- 8.6 The costs of any insurance specifically taken out by the Supplier to support the performance of this Contract in relation to the Supplier's 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.
- 8.7 Where DFID is providing any specific security arrangements for the Supplier or Supplier Personnel in relation to the Contract, these will be as detailed in the Section 3 (Terms of Reference).
- 8.8 The Supplier shall provide training on a continuing basis for all Supplier Personnel, in compliance with the Security Policy and the security plan.

## **9. PROCUREMENT OF EQUIPMENT**

- 9.1 The Supplier shall ensure that procurement of goods and equipment shall:
- 9.1.1 be undertaken in accordance with best practice principles of openness fairness and transparency;
  - 9.1.2 achieve "Value for Money" defined as the optimum combination of whole-life cost and quality to meet requirements in a fully transparent manner and the procurement may be subject to audit by DFID;
  - 9.1.3 be carried out using strict due diligence processes that ensure the protection of DFID's interests and reputation, with particular emphasis on anti-terrorism, anti-corruption and fraud throughout the delivery chain; and
  - 9.1.4 be on the basis that the ownership of Equipment shall vest in DFID, and shall be so marked.

## **10. USE OF AND RESPONSIBILITY FOR EQUIPMENT**

- 10.1 Equipment may only be used in providing the Services and shall be safely kept and maintained. Personal use of Equipment by the Supplier is not permitted without Approval.
- 10.2 The Supplier shall keep an up to date inventory of the Equipment, its condition and location, and make such inventory available to DFID immediately on request.
- 10.3 Subject to Clause 10.4 the Supplier shall be responsible for all loss or damage to Equipment other than that caused by fair wear and tear. The Supplier shall notify DFID immediately the Supplier becomes aware of any loss of or damage to Equipment
- 10.4 Except as required by law or circumstance, the Supplier shall not insure Equipment. DFID shall bear the risk in respect of loss or damage provided such loss or damage was not due to the Supplier's negligence and provided the Supplier obtains and pays to DFID such proper compensation as may be due from any third party in respect of such loss or damage to the Equipment.
- 10.5 The Supplier shall obtain DFID's instructions on the disposal of Equipment and comply with such instructions.

## **Contract Governance**

### **11. MONITORING OF CONTRACT PERFORMANCE**

- 11.1 Unless Section 4 (Special Conditions) specifies otherwise, the obligations relating to the monitoring of Contract performance shall be those set out in Section 3 (Terms of Reference).

### **12. PROGRESS & FINANCIAL REPORTS**

- 12.1 Where progress and financial reports are to be submitted under the Contract, the Supplier shall render those reports at such time and in such form as may be specified by DFID or where not specified by DFID, as otherwise agreed between the Parties.

### **13. OPEN BOOK ACCOUNTING AND AUDIT**

- 13.1 The Supplier shall keep and maintain for seven (7) years after the expiry of the Term (or as long a period as may be agreed between the Parties), full and accurate records and accounts of the operation of this Contract including the Services provided under it, any Sub-Contracts and the amounts paid by DFID.
- 13.2 If so stated in Section 3 (Terms of Reference), DFID shall be entitled to apply the principles of open book contract management set out in Procurement Policy Note 05/16 (<https://www.gov.uk/government/publications/procurement-policy-note-0516-open-book-contact-management>), or any other replacement guidance or policy issued from time to time to this Contract. DFID shall apply the appropriate tier level which, in DFID's reasonable opinion, is commensurate with the delivery model of the Services and the Supplier shall comply with the principles etc. (as more particular described in the OBCM guidance).
- 13.3 The Supplier shall:
- 13.3.1 keep the records and accounts referred to in Clause 13.1 in accordance with Good Industry Practice and Law; and
  - 13.3.2 afford DFID and/or its Auditors access to the records and accounts referred to in Clause 13.1 at the Supplier's premises and/or provide records and accounts (including copies of the Supplier's published accounts) or copies of the same, as may be required by any of the Auditors from time to time during the Term and the period specified in Clause 13.1, in order that the Auditor(s) may carry out an inspection to assess compliance by the Supplier and/or its Sub-Contractors of any of the Supplier's obligations under this Contract including in order to:
    - (a) verify the accuracy of the Charges and any other amounts payable by DFID under this Contract (and proposed or actual variations to them in accordance with this Contract);
    - (b) verify the costs of the Supplier (including the costs of all Sub-Contractors and any third party suppliers) in connection with the provision of the Services;
    - (c) verify the Supplier's and each Sub-Contractor's compliance with the applicable Law;
    - (d) identify or investigate an actual or suspected Prohibited Act, impropriety or accounting mistakes or any breach or threatened breach of security and in these circumstances DFID shall have no obligation to inform the Supplier of the purpose or objective of its investigations;

- (e) identify or investigate any circumstances which may impact upon the financial stability of the Supplier and/or any Sub-Contractors or their ability to perform the Services;
- (f) obtain such information as is necessary to fulfil DFID's obligations to supply information for parliamentary, ministerial, judicial or administrative purposes including the supply of information to the Comptroller and Auditor General;
- (g) review any books of account and the internal contract management accounts kept by the Supplier in connection with this Contract;
- (h) carry out DFID's internal and statutory audits and to prepare, examine and/or certify DFID's annual and interim reports and accounts;
- (i) enable the National Audit Office to carry out an examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which DFID has used its resources;
- (j) review any records relating to the Supplier's performance of the provision of the Services and to verify that these reflect the Supplier's own internal reports and records;
- (k) verify the accuracy and completeness of any information delivered or required by this Contract;
- (l) review the Supplier's quality management systems (including any quality manuals and procedures);
- (m) review the Supplier's compliance with any standards referred to in this Contract or applicable to the provision of the Services;
- (n) inspect any of DFID's assets, including DFID's IPRs, equipment and facilities, for the purposes of ensuring that any of DFID's assets are secure and that any register of assets is up to date; and/or
- (o) review the integrity, confidentiality and security of DFID Data.

13.4 DFID shall use reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Supplier or delay the provision of the Services save insofar as the Supplier accepts and acknowledges that control over the conduct of audits carried out by the Auditor(s) is outside of the control of DFID.

13.5 Subject to the Supplier's rights in respect of Confidential Information, the Supplier shall on demand provide the Auditor(s) with all reasonable co-operation and assistance in:

13.5.1 all reasonable information requested by DFID within the scope of the audit;

13.5.2 reasonable access to sites controlled by the Supplier and to any Supplier Equipment used in the provision of the Services; and

13.5.3 access to the Supplier Personnel.

13.6 The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this Clause 13, unless the audit reveals a Default by the Supplier in which case the Supplier shall reimburse DFID for the DFID's reasonable costs incurred in relation to the audit.

#### **14. EXIT MANAGEMENT**

14.1 On reasonable notice at any point during the Term, the Supplier shall provide to DFID and/or its potential Replacement Suppliers (subject to the potential Replacement Suppliers entering into reasonable written confidentiality undertakings), the following material and information in order to facilitate the preparation by DFID of any invitation to tender and/or to facilitate any potential Replacement Suppliers undertaking due diligence:

14.1.1 details of the Service(s);

14.1.2 a copy of the Register, updated by the Supplier up to the date of delivery of such Registers;

14.1.3 an inventory of DFID Data in the Supplier's possession or control;

14.1.4 details of any key terms of any third party contracts and licences, particularly as regards charges, termination, assignment and novation;

14.1.5 a list of on-going and/or threatened disputes in relation to the provision of the Services;

14.1.6 such other material and information as DFID shall reasonably require,

(together, the “Exit Information”).

- 14.2 The Supplier acknowledges that DFID may disclose the Supplier's Confidential Information to an actual or prospective Replacement Supplier or any third party whom DFID is considering engaging to the extent that such disclosure is necessary in connection with such engagement (except that DFID may not disclose any Supplier's Confidential Information which is information relating to the Supplier's or its Sub-Contractors' prices or costs).

## **Payment and Taxation**

### **15. CHARGES**

- 15.1 In consideration of the Supplier carrying out its obligations under this Contract, including the provision of the Services, DFID shall pay the undisputed Charges in accordance with the pricing and payment profile set out in Section 5 (Schedule of Prices) and the invoicing procedure set out in Clause 19 (Payments and Invoicing Instructions).
- 15.2 If DFID fails to pay any undisputed Charges properly invoiced under this Contract, the Supplier shall have the right to charge interest on the overdue amount at the applicable rate under the Late Payment of Commercial Debts (Interest) Act 1998, accruing on a daily basis from the due date up to the date of actual payment, whether before or after judgment.

### **16. VAT**

- 16.1 The Charges are stated exclusive of VAT, which shall be added at the prevailing rate as applicable and paid by DFID following delivery of a Valid Invoice.
- 16.2 The Supplier shall indemnify DFID on a continuing basis against any liability, including any interest, penalties or costs incurred, which is levied, demanded or assessed on DFID at any time (whether before or after the making of a demand pursuant to the indemnity hereunder) in respect of the Supplier's failure to account for or to pay any VAT relating to payments made to the Supplier under this Contract. Any amounts due shall be paid in cleared funds by the Supplier to DFID not less than five (5) Working Days before the date upon which the tax or other liability is payable by DFID.

### **17. RETENTION AND SET OFF**

- 17.1 DFID may retain or set off any amount owed to it by the Supplier against any amount due to the Supplier under this Contract or under any other agreement between the Supplier and DFID.
- 17.2 If DFID wishes to exercise its right pursuant to Clause 17.1 it shall give at least 21 days' notice of its intention to do so, setting out the reasons for retaining or setting off the relevant Charges.
- 17.3 The Supplier shall make any payments due to DFID without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Supplier has obtained a sealed court order requiring an amount equal to such deduction to be paid by DFID to the Supplier

### **18. SATISFACTORY PERFORMANCE**

- 18.1 Payments made pursuant to Clause 15.1 are subject to the satisfactory performance by the Supplier of its obligations under the Contract as determined by the DFID Project Officer in addition to verification by the DFID Project Officer that all prior payments made to the Supplier under this Contract were properly due.
- 18.2 If for any reason the Services are not provided in accordance with this Contract, or DFID is dissatisfied with the performance of this Contract, DFID, without prejudice to any other rights or remedies howsoever arising, shall be entitled to withhold payment of the applicable Charges for the Services that were not so provided until such time as the applicable Services are provided in accordance with this Contract.
- 18.3 Should DFID determine after paying for a particular part of the Services that this has not been provided in accordance with this Contract, DFID may recover, or withhold from further payments, an amount not exceeding the applicable Charges paid for that part of the Service until the unsatisfactory part of the Services is remedied to DFID's satisfaction.

## **19. PAYMENTS & INVOICING INSTRUCTIONS**

- 19.1 Subject to DFID being satisfied that the Supplier is or has been carrying out their duties, obligations and responsibilities under this Contract, the applicable Charges shall be paid within 30 days of receipt of an undisputed Valid Invoice and payment shall be made in sterling in the UK or any other currency in any other country as determined from DFID from time to time.
- 19.2 Expenses (if any) arising in foreign currency shall be reimbursed at the exchange rate stated in OANDA ([www.oanda.com](http://www.oanda.com)) on the Friday immediately preceding the date on which the purchase was made or services acquired by the Supplier or, if this took place on a Friday, at the rate so stated on that day.
- 19.3 Unless otherwise expressly provided in Section 4 (Special Conditions) or Section 5 (Schedule of Prices), invoices should be submitted electronically monthly in arrears to the Accounts Payable Section, DFID Financial Management Group [e-invoicing@dfid.gov.uk](mailto:e-invoicing@dfid.gov.uk), and in accordance with this Clause 19.
- 19.4 DFID shall unless otherwise expressly provided in Section 4 (Special Conditions) make payments due by direct credit through the UK Bank Clearing Systems (BACS). For an invoice to be valid, it must contain:
- 19.4.1 details of the bank account to which payments are to be made (i.e. name and address of bank, sort code, account name and number).
  - 19.4.2 the date of the invoice;
  - 19.4.3 a unique invoice number;
  - 19.4.4 the period(s) to which the relevant charge(s) relate;
  - 19.4.5 the correct reference for this Agreement and the purchase order to which it relates;
  - 19.4.6 a contact name and telephone number of a responsible person in the supplier's finance department;
  - 19.4.7 a detailed breakdown of the Services and the appropriate Charges and supported by any other documentation required by DFID to substantiate the invoice.
- 19.5 All Valid Invoices should correspond with the budget lines identified in Section 5 (Schedule of Prices) of this Contract.
- 19.6 DFID may request proof of purchase in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.
- 19.7 Where an invoice is not a Valid Invoice it may be rejected by DFID and in any event shall be liable to query and delay in payment. DFID reserves the right to not pay any amount due in respect of any invoice received by DFID more than 90 days after the day of the Supplier becoming entitled to invoice for the payment to which it relates.

## **20. UNITED KINGDOM INCOME TAX AND NATIONAL INSURANCE CONTRIBUTIONS**

- 20.1 Where the Supplier or any Supplier Personnel are liable to be taxed in the UK or to pay national insurance contributions in respect of consideration received under this Contract, the Supplier shall:
- 20.1.1 at all times comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, and the Social Security Contributions and Benefits Act 1992 and all other statutes and regulations relating to national insurance contributions, in respect of that consideration;
  - 20.1.2 indemnify DFID against any income tax, national insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made in connection with the provision of the Services by the Supplier or any Supplier Personnel.

## **21. TAX COMPLIANCE**

- 21.1 If, at any point during the Term, an Occasion of Tax Non-Compliance occurs, the Supplier shall:
- 21.1.1 notify DFID in writing of such fact within 5 Working Days of its occurrence;
  - 21.1.2 promptly provide to DFID:

- (a) details of the steps which the Supplier is taking to address the Occasion of Tax Non-Compliance and to prevent the same from recurring, together with any mitigating factors that it considers relevant; and
- (b) such other information in relation to the Occasion of Tax Non-Compliance as DFID may reasonably require.

## Intellectual Property, Security and Information

### 22. INTELLECTUAL PROPERTY RIGHTS

22.1 Save as expressly granted elsewhere under this Contract:

22.1.1 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; and
- (b) the Third Party IPR.

22.1.2 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;
- (c) Project Specific IPRs; and
- (d) Programme Name and any rights and interests in it at all times.

22.2 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 22.1, 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).

22.3 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.

22.4 Any Project Specific IPRs created under this Contract shall be owned by DFID. DFID grants the Supplier a licence to use any DFID Background IPR and Project Specific IPRs for the purpose of fulfilling its obligations under this Contract during its Term.

22.5 Subject to Clause 22.7, to the extent that it is necessary to enable DFID to obtain the full benefits of ownership of the Project Specific IPRs, 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.

22.6 The Supplier shall promptly notify DFID if it is reasonably believes that it will be unable to grant or procure the grant of the licences set out in Clause 22.5 above and the Supplier shall provide full details of the adverse effect this may have on DFID's use of the Project Specific IPRs.

22.7 Where the Supplier is unable to comply with Clause 22.5, the Supplier shall refrain from embedding or integrating any Supplier Background IPRs and/or Third Party IPRs with the Project Specific IPRs in such a way that could affect DFID obtaining full benefit of the ownership of those Project Specific IPRs, except where DFID has provided express written Approval to do so.

22.8 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.

22.9 If an IPR Claim is made or anticipated, the Supplier must at its own expense and DFID's sole option, either:

- 22.9.1 procure for DFID the rights in Clause 22.5 without infringing the IPR of any third party; or
- 22.9.2 replace or modify the relevant item with non-infringing substitutes with no detriment to functionality of performance of the Services.



## **23. SECURITY REQUIREMENTS**

- 23.1 The Supplier shall comply, and shall procure that the Supplier Personnel comply, with the Security Policy and any security plan requested by DFID, and the Supplier shall ensure that the security plan produced by the Supplier fully complies with the Security Policy.
- 23.2 The Supplier shall ensure that it keeps up to date with the latest version of the Security Policy.
- 23.3 If the Supplier believes that a change to the Security Policy will have a material and unavoidable cost implication to the Services it may submit a variation in accordance with Clause 35(Variations). In doing so, the Supplier must support its request by providing evidence of the cause of any increased costs and the steps that it has taken to mitigate those costs. Any change to the Charges shall then be agreed in discussion with the DFID Contract Officer.
- 23.4 Until and/or unless a change to the Charges is agreed by DFID pursuant to Clause 23.3 the Supplier shall continue to perform the Services in accordance with its obligations and for the Charges applicable prior to any change request.

## **24. MALICIOUS SOFTWARE**

- 24.1 The Supplier shall, as an enduring obligation throughout the Term, use the latest versions of anti-virus definitions available from an industry accepted anti-virus software vendor to check for and delete Malicious Software from the ICT Environment.
- 24.2 Notwithstanding Clause 24.1 if Malicious Software is found, the Parties shall co-operate to reduce the effect of the Malicious Software and, particularly if Malicious Software causes loss of operational efficiency or loss or corruption of DFID Data, assist each other to mitigate any losses and to restore the Services to their desired operating efficiency.
- 24.3 Any cost arising out of the actions of the Parties taken in compliance with the provisions of Clause 24.2 shall be borne by the Parties as follows:
- 24.3.1 by the Supplier where the Malicious Software originates from the Supplier Software, the Third Party Software or the DFID Data (whilst the DFID Data was under the control of the Supplier); and
  - 24.3.2 by DFID if the Malicious Software originates from the DFID Software or the DFID Data (whilst DFID Data was under the control of DFID).

## **25. TRANSPARENCY**

- 25.1 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of Clause 27 (Freedom of Information), the content of this Contract is not confidential information. DFID shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA.
- 25.2 Notwithstanding any other term of this Contract, the Supplier hereby gives their consent for DFID to publish the Contract in its entirety, including from time to time agreed changes to the Contract, to the general public.
- 25.3 DFID may consult with the supplier to inform its decision regarding any exemptions with regard to FOIA but DFID shall have the final decision in its absolute discretion.
- 25.4 The Supplier shall assist and cooperate with DFID to enable DFID to publish this Contract.
- 25.5 The Supplier acknowledges that DFID endorses/supports the requirements of the IATI standard and shall assist and cooperate with DFID, to enable the Supplier to understand the different elements of IATI implementation and to comply with the different data, policy and technical considerations that need to be taken into account.
- 25.6 The Supplier shall:
- 25.6.1 publish information data to the IATI standard, that relates to a specific activity in a single, common, electronic format for the transparent, accurate, timely and comprehensive publishing of data, on all activities in the delivery chain, in the delivery of development cooperation and humanitarian aid; and
  - 25.6.2 provide all necessary assistance as reasonably requested by DFID to enable DFID to respond to the IATI requirements.
- 25.7 The Supplier shall maintain an up-to-date and accurate record of named downstream delivery partners in receipt of DFID funds and/or DFID funded inventory or assets. This record should demonstrate how funds flow from initial source to end beneficiaries.

This record should be made available to DFID upon written request and within the time set out in the request. This record should be updated by the Supplier;

- 25.7.1 as required in the terms of reference;
- 25.7.2 annually;
- 25.7.3 when there are material changes in the delivery chain; and
- 25.7.4 as part of the project completion process.

## **26. CONFIDENTIALITY**

- 26.1 Except to the extent set out in this Clause 26 or where disclosure is expressly permitted elsewhere in this Contract, each Party shall:
  - 26.1.1 treat the other Party's Confidential Information as confidential and safeguard it accordingly;
  - 26.1.2 not disclose the other Party's Confidential Information to any other person without the owner's prior written consent.
- 26.2 Clause 26.1 shall not apply to the extent that:
  - 26.2.1 such disclosure is a requirement of Law applicable to the Party making the disclosure, including any requirements for disclosure under the FOIA, the Environmental Information Regulations and associated codes of practice pursuant to Clause 27 (Freedom of Information);
  - 26.2.2 such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
  - 26.2.3 such information was obtained from a third party without obligation of confidentiality;
  - 26.2.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or
  - 26.2.5 it is independently developed without access to the other Party's Confidential Information.
- 26.3 The Supplier may only disclose DFID's Confidential Information to the Supplier Personnel who are directly involved in the provision of the Services and who need to know the information, and shall ensure that such Supplier Personnel are aware of and shall comply with these obligations as to confidentiality.
- 26.4 The Supplier shall not, and shall procure that the Supplier Personnel do not, use any of DFID's Confidential Information received otherwise than for the purposes of this Contract.
- 26.5 At the written request of DFID, the Supplier shall procure that those members of the Supplier Personnel referred to in Clause 26.3, respectively sign a confidentiality undertaking prior to commencing any work in accordance with this Contract.
- 26.6 Nothing in this Contract shall prevent DFID from disclosing the Supplier's Confidential Information:
  - 26.6.1 on a confidential basis to any Central Government Body for any proper purpose of DFID or of the relevant Central Government Body;
  - 26.6.2 to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;
  - 26.6.3 to the extent that DFID (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
  - 26.6.4 on a confidential basis to a professional adviser, consultant, supplier or other person engaged by any of the entities described in Clause 26.6.1 (including any benchmarking organisation) for any purpose relating to or connected with this Contract;
  - 26.6.5 on a confidential basis for the purpose of the exercise of its rights under this Contract, including the Audit Rights, its step-in rights pursuant to Clause 13 (Open Book Accounting and Audit), its rights to appoint an advisor pursuant to Clause 43 (Dispute Resolution) and any rights set out in Clause 14 (Exit Management);

26.6.6 on a confidential basis to a proposed Successor Body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under this Contract; or

26.6.7 for the purpose of the examination and certification of DFID's accounts,

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on DFID under this Clause 26.

26.7 Nothing in this Clause 26 shall prevent either party from using any techniques, ideas or know-how gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of IPR.

## **27. FREEDOM OF INFORMATION**

27.1 The Supplier acknowledges that DFID is subject to the requirements of the FOIA, the Environmental Information Regulations and associated codes of practice and shall assist and cooperate with DFID to enable DFID to comply with its Information disclosure obligations.

27.2 The Supplier shall and shall ensure that its Sub-Contractors shall:

27.2.1 transfer to DFID all Requests for Information that it receives as soon as practicable and in any event within two (2) Working Days of receiving a Request for Information;

27.2.2 provide DFID with a copy of all Information in its possession, or power in the form that DFID requires within five (5) Working Days (or such other period as DFID may specify) of DFID's request; and

27.2.3 provide all necessary assistance as reasonably requested by DFID to enable DFID to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.

27.3 DFID shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Contract or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA, the Environmental Information Regulations and associated codes of practice.

27.4 In no event shall the Supplier respond directly to a Request for Information unless expressly authorised to do so by DFID.

27.5 The Supplier acknowledges that DFID may, acting in accordance with any code of practice issued pursuant to Section 45 of FOIA ("the Code"), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Supplier or the Services:

27.5.1 in certain circumstances without consulting the Supplier;

27.5.2 following consultation with the Supplier and having taken their views into account;

27.5.3 provided always that where Clause 27.5.1 applies DFID shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Supplier advanced notice, or failing that, to draw the disclosure to the Supplier's attention after any such disclosure.

27.6 The Supplier shall ensure that all Information is retained for disclosure in accordance with Clauses 27.7 and 27.8 and shall permit DFID to inspect such records as requested by DFID from time to time.

27.7 The Supplier shall, during this Contract and for a period of at least seven years following the expiry or termination of this Contract, retain and maintain all Information:

27.7.1 in accordance with Good Industry Practice and Law;

27.7.2 in chronological order;

27.7.3 in a form that is capable of audit;

27.7.4 at its own expense.

27.8 Wherever practical, original Information shall be retained and maintained in hard copy form.

## **28. OFFICIAL SECRETS ACT**

- 28.1 The Supplier shall, and shall ensure that the Supplier Personnel shall, comply with any relevant obligations arising under the Official Secrets Acts 1911 to 1989.

## **29. DFID DATA**

- 29.1 The Supplier shall not delete or remove any proprietary notices contained within or relating to DFID Data.
- 29.2 The Supplier shall not store, copy, disclose, or use DFID Data except as necessary for the performance by the Supplier of its obligations under this Contract or as otherwise expressly authorised in writing by DFID.
- 29.3 To the extent that DFID Data is held and/or processed by the Supplier, the Supplier shall supply that DFID Data to DFID as requested by DFID in the format(s) specified by DFID.
- 29.4 Upon receipt or creation by the Supplier of any DFID Data and during any collection, processing, storage and transmission by the Supplier of any DFID Data, the Supplier shall take responsibility for preserving the integrity of DFID Data and preventing the corruption or loss of DFID Data.
- 29.5 The Supplier shall perform secure back-ups of all DFID Data and shall ensure that up-to-date back-ups are stored off-site in accordance with the Security Policy. The Supplier shall ensure that such back-ups are available to DFID at all times upon request, with delivery times as specified by DFID.
- 29.6 The Supplier shall ensure that the system on which the Supplier holds any DFID Data, including back-up data, is a secure system that complies with the Security Policy.
- 29.7 If DFID Data is corrupted, lost or sufficiently degraded as a result of the Supplier's Default so as to be unusable, DFID may:
- 29.7.1 require the Supplier (at the Supplier's expense) to restore or procure the restoration of DFID Data to the extent and in accordance with the Business Continuity and Disaster Recovery Provisions specified in the Security Policy and the Supplier shall do so as soon as practicable but not later than three days following a written request from DFID; and/or
- 29.7.2 itself restore or procure the restoration of DFID Data, and shall be repaid by the Supplier any reasonable expenses incurred in doing so to the extent and in accordance with the requirements specified in the Business Continuity and Disaster Recovery provisions specified in the Security Policy.
- 29.8 If at any time the Supplier suspects or has reason to believe that DFID Data has or may become corrupted, lost or sufficiently degraded in any way for any reason, then the Supplier shall notify DFID immediately and inform DFID of the remedial action the Supplier proposes to take.
- 29.9 The Supplier shall obtain and maintain certification under the HM Government Cyber Essentials Scheme.

## **30. PROTECTION OF PERSONAL DATA**

- 30.1 The Parties acknowledge that the factual activity carried out by each of them in relation to their obligations under this Contract will determine the status of each Party under the Data Protection Legislation. A Party may act as "Joint Controller" or a "Controller" or a "Processor" of certain Personal Data under this Contract. The Parties shall detail the envisaged status in Appendix A of the Terms of Reference (at Section 3 of the Contract) and update it where appropriate.
- 30.2 **Where a Party is Processing on behalf of the other Party who is the Controller**
- 30.2.1 The Parties acknowledge that for the purposes of the Data Protection Legislation, DFID is the Controller and the Supplier is the Processor unless otherwise specified in Appendix A of the Terms of Reference (at Section 3 of the contract). The only processing that the Processor is authorised to do is listed in Appendix A of the Terms of Reference by the Controller and may not be determined by the Processor.
- 30.2.2 The Processor shall notify the Controller immediately if it considers that any of Controller's instructions infringe the Data Protection Legislation.
- 30.2.3 The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Controller, include:
- (a) a systematic description of the envisaged processing operations and the purpose of the processing;

- (b) an assessment of the necessity and proportionality of the processing operations in relation to the services.
- (c) an assessment of the risks to the rights and freedoms of Data Subjects; and
- (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

30.2.4 The Processor shall, in relation to any Personal Data processed in connection with its obligations under this Agreement:

- (a) process that Personal Data only in accordance with the Appendix A referred to in Clause 30.2.1, unless the Processor is required to do otherwise by Law. If it is so required the Processor shall promptly notify the Controller before processing the Personal Data unless prohibited by Law;
- (b) ensure that it has in place Protective Measures, which are appropriate to protect against a Data Loss Event, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures) having taken account of the:
  - a. nature of the data to be protected;
  - b. harm that might result from a Data Loss Event;
  - c. state of technological development; and
  - d. cost of implementing any measures;
- (c) ensure that:
  - I. the Processor Personnel do not process Personal Data except in accordance with this Agreement (and in particular Appendix A referred to in Clause 30.2.1);
  - II. it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
    - a. are aware of and comply with the Processor's duties under this clause;
    - b. are subject to appropriate confidentiality undertakings with the Processor or any Sub-processor;
    - c. are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party unless directed in writing to do so by the Controller or as otherwise permitted by this Agreement; and
    - d. have undergone adequate training in the use, care, protection and handling of Personal Data; and
- (d) not transfer Personal Data outside of the EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:
  - a. the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the Controller;
  - b. the Data Subject has enforceable rights and effective legal remedies;
  - c. the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and
  - d. the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the processing of the Personal Data;
- (e) At the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Agreement unless the Processor is required by Law to retain the Personal Data.

30.2.5 Subject to clause 30.2.6, the Processor shall notify the Controller without due delay and in any event within 48 hours if it:

- a. receives a Data Subject Access Request (or purported Data Subject Access Request);

- b. receives a request to rectify, block or erase any Personal Data;
  - c. receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
  - d. receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Agreement;
  - e. receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
  - f. becomes aware of a Data Loss Event.
- 30.2.6 Taking into account the nature of the processing, the Processor shall provide the Controller with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 30.2.5 (and insofar as possible within the timescales reasonably required by the Controller) including by promptly providing:
  - a. the Controller with full details and copies of the complaint, communication or request;
  - b. such assistance as is reasonably requested by the Controller to enable the Controller to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
  - c. the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
  - d. assistance as requested by the Controller following any Data Loss Event;
  - e. assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office.
- 30.2.7 The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Processor employs fewer than 250 staff, unless:
  - a. the Controller determines that the processing is not occasional;
  - b. the Controller determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; and
  - c. the Controller determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.
- 30.2.8 Where the Supplier is the Processor it shall allow for audits of its Data Processing activity by the DFID or its DFID's designated auditor.
- 30.2.9 Each party shall designate its own Data Protection Officer if required by the Data Protection Legislation.
- 30.2.10 Before allowing any Sub-processor to process any Personal Data related to this Agreement, the Processor must:
  - a. notify the Controller in writing of the intended Sub-processor and processing;
  - b. obtain the written consent of the Controller;
  - c. enter into a written agreement with the Sub-processor which give effect to the terms set out in this clause 30.2 such that they apply to the Sub-processor; and
  - d. provide the Controller with such information regarding the Sub-processor as the Controller may reasonably require.
- 30.2.11 The Processor shall remain fully liable for all acts or omissions of any Sub-processor.
- 30.2.12 The Controller may, at any time on not less than 30 Working Days' notice, revise this clause by replacing it with any applicable Controller to Processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Agreement).

- 30.2.13 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. DFID may on not less than 30 Working Days' notice to the Processor amend this agreement to ensure that it complies with any guidance issued by the Information Commissioner's Office.

### 30.3 Where the Parties both Control Personal Data Independently

- 30.3.1 With respect to Personal Data which a Party acts as Controller but which is not under the Joint Control (because the Parties determine the means and purposes of processing Personal Data independently of each other) each Party undertakes to comply with the applicable Data Protection Legislation in respect of their Processing of such Personal Data as Controller and with this Clause 30.3.
- 30.3.2 Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, each Party shall, with respect to its processing of Personal Data as independent Controller, implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 33(1)(a), (b), (c) and (d) of the GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the GDPR.
- 30.3.3 Each Party shall promptly (and without undue delay) notify the other Party if in relation to any Personal Data processed by it as independent Controller in the performance of its obligations or the exercise of its rights under this Legal Services Contract if:
- (a) it receives a complaint, notice or communication which relates to either Party's actual or alleged non-compliance with the Data Protection Legislation; or
  - (b) it becomes aware of a Personal Data Breach;
- and shall provide the other Party with such assistance and cooperation as is reasonably requested by the other Party in order to address and resolve the complaint, notice, communication or Personal Data Breach.
- 30.3.4 In respect of any losses, cost claims or expenses incurred by either Party as a result of a Personal Data Breach (**the "Claim Losses"**): the Party responsible for the relevant breach shall be responsible for the Claim Losses.
- 30.3.5 The Parties agree to erase Personal Data from any computers, storage devices and storage media that are to be retained as soon as practicable after it has ceased to be appropriate for them to retain such Personal Data under applicable Data Protection Law Legislation and their privacy policy (save to the extent and for the limited period) that such information needs to be retained by the a Party for statutory compliance the purposes of complying with Law or as otherwise required by this Contract), and taking all further actions as may be necessary or desirable to ensure its compliance with Data Protection Law Legislation and its privacy policy

### 30.4 Where the Parties are both Controllers of Personal Data Jointly

- 30.4.1 Where the Parties jointly determine the purposes of means of processing Personal Data in accordance with GDPR Article 26, the Parties shall identify the applicable Personal Data under Joint Control in Appendix A and the Parties shall enter into a Joint Controller Agreement based on the terms outlined in Appendix B in replacement of Clause 30.2-30.3 which shall not apply for any such the Personal Data under Joint Control.

## 31. PUBLICITY AND BRANDING

### 31.1 The Supplier shall not:

- 31.1.1 make any press announcements or publicise this Contract or its contents in any way; or
- 31.1.2 use DFID's name or brand (including the 'UK aid logo') in any promotion, marketing, communications or announcement of orders;

without the prior written consent of the DFID.

### 31.2 Where and to the extent that DFID has provided consent pursuant to Clause 31.1, then the Supplier:

- 31.2.1 shall collaborate with DFID and proactively look for ways to build support for development and raise awareness of DFID's funding.

- 31.2.2 shall explicitly acknowledge DFID's funding, in written and verbal communications about activities related to the funding, to the public or third parties, including in announcements, and through use, where appropriate, of DFID's "UK aid – from the British people" logo ('UK aid logo') in accordance with DFID standards for use of the UK aid logo, unless otherwise agreed in advance by DFID and in all cases subject to security and safety considerations of the Supplier.
- 31.2.3 shall provide a visibility statement of how and when they or Sub-Contractors will acknowledge funding from DFID and where they will use the UK aid logo. The Supplier shall include reference to this in its progress reports and annual reviews.

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

## Liabilities

### 32. LIMIT OF LIABILITY

- 32.1 Neither Party limits its liability for:
  - 32.1.1 death or personal injury caused by its negligence, or that of its employees, agents or Sub-Contractors (as applicable);
  - 32.1.2 fraud or fraudulent misrepresentation by it or its employees;
  - 32.1.3 breach of any obligation as to title implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or
  - 32.1.4 any liability to the extent it cannot be limited or excluded by Law.
- 32.2 Subject to Clause 32.1, the Supplier's total aggregate liability in respect of all Losses (whether in tort, contract or otherwise) incurred by DFID under or in connection with the Contract as a result of Defaults by the Supplier shall not exceed the Financial Limit unless a different amount has been stated in Section 4 (Special Conditions) in which case that amount shall apply.
- 32.3 Subject to Clause 32.1, DFID's total aggregate liability in respect of all Losses (whether in tort, contract or otherwise) shall not exceed one hundred thousand pounds (£100,000).
- 32.4 Subject to Clause 32.1 neither Party be liable to the other for any:
  - 32.4.1 loss of profits, turnover, savings business opportunities, revenue or damage to goodwill (in each case whether direct or indirect); and/or
  - 32.4.2 indirect, special or consequential loss or damage of any nature and howsoever caused, even if the losses were reasonably foreseeable or the Party has been advised of the possibility of such losses occurring.
- 32.5 Subject to Clause 32.2, and notwithstanding Clause 32.4, the Supplier acknowledges that DFID may, amongst other things, recover from the Supplier the following losses incurred by DFID to the extent that they arise as a result of a Default by the Supplier:
  - 32.5.1 any additional operational and/or administrative costs and expenses incurred by DFID, including costs relating to time spent by or on behalf of DFID in dealing with the consequences of the Default;
  - 32.5.2 any wasted expenditure or charges;
  - 32.5.3 the additional cost of procuring Replacement Services for the remainder of the Term, which shall include any incremental costs associated with such Replacement Services above those which would have been payable under this Contract;
  - 32.5.4 any compensation or interest paid to a third party by DFID; and
  - 32.5.5 any fine, penalty or costs incurred by DFID pursuant to Law.

### 33. INDEMNITY

- 33.1 Subject to Clauses 32.1 to 32.5 (inclusive) (Limit of Liability), the Supplier shall indemnify DFID in respect of any Losses howsoever arising out of or in consequence of negligent acts or omissions by the Supplier or the Supplier Personnel or any claims made against DFID by third parties in respect thereof and in relation to this Contract.



- 33.2 The Supplier shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of DFID or DFID's employees, or by breach by DFID of its obligations under the Contract.

#### **34. INSURANCE**

- 34.1 The Supplier shall effect and maintain insurances in relation to the performance of its obligations under this Contract.
- 34.2 The Supplier shall ensure that its Sub-Contractors shall effect and maintain insurances (where appropriate) in relation to the performance of their obligations under any Sub-Contracts appropriate to Services being provided.
- 34.3 The terms of any insurance or the amount of cover shall not relieve the Supplier of any liabilities arising under this Contract.

### **Control of Contract**

#### **35. VARIATIONS**

- 35.1 Either Party may request a variation to this Contract provided that such variation does not amount to a material change of this Contract within the meaning of the Regulations and the Law. Such a change once implemented is hereinafter called a **"Variation"**.
- 35.2 No variation to the terms or scope of this Contract shall be effective without the Contract Officer's prior written consent and recorded in writing in a formal Contract Amendment Letter (Appendix A). DFID shall have no liability in respect of work performed outside the Services set out in Section 3 (Terms of Reference).
- 35.3 DFID shall not be liable for any costs for any additional activity or otherwise undertaken by the Supplier where the Parties have not agreed in writing in an executed Contract Amendment Letter in accordance with this Clause 35 for such costs to be incurred or for the additional activity to be undertaken. The Supplier shall promptly return on request by DFID, any monies which DFID may have paid the Supplier in respect of activities or payments which have not been authorised by DFID in accordance with this Clause 35.

#### **36. ASSIGNMENT AND NOVATION**

- 36.1 The Supplier shall not assign, novate or otherwise dispose of or create any trust in relation to any or all of its rights, obligations or liabilities under this Contract without Approval.

### **Default and Termination**

#### **37. DFID REMEDIES FOR DEFAULT**

##### **37.1 Remedies**

- 37.1.1 Without prejudice to any other right or remedy of DFID howsoever arising if the Supplier commits any Default of this Contract then DFID may (whether or not any part of the Services have been provided) do any of the following:
- (a) at DFID's option, give the Supplier the opportunity (at the Supplier's expense) to remedy the Default together with any damage resulting from such Default (where such Default is capable of remedy) or to supply Replacement Services and carry out any other necessary work to ensure that the terms of this Contract are fulfilled, in accordance with the DFID 's instructions;
  - (b) carry out, at the Supplier's expense, any work necessary to make the provision of the Services comply with this Contract;
  - (c) terminate this contract and step in to itself supply or procure a third party to supply the Services;

#### **38. FINANCIAL DISTRESS**

- 38.1 The Supplier acknowledges and agrees that the financial stability and solvency of the Supplier and its key Sub-Contractors is critical to the successful delivery of the Services and that any deterioration or potential deterioration of their financial position may have an adverse effect on the performance of the Contract. The Supplier shall monitor its own financial standing and that of its key Sub-Contractors on a regular basis and shall report to DFID on this where there is material deterioration of its financial standing.

38.2 In the event of a Financial Distress Event occurring, the Supplier shall, and shall procure that any affected key Sub-Contractor shall, as soon as reasonably practicable review the effect of the Financial Distress on the continued performance of the Services under this Contract and provide a report to DFID. Where DFID reasonably believes that the Financial Distress Event is likely to adversely impact on the performance of the Services, the Supplier shall submit to DFID for approval a Financial Distress Service Continuity Plan as soon as is reasonably practicable and shall provide any further financial information as DFID reasonably require to assess financial standing and risks.

38.3 DFID shall be entitled to terminate this Contract for material Default if the Supplier fails to notify DFID in accordance with Clause 38.2.

#### **39. FORCE MAJEURE**

39.1 Subject to the remainder of this Clause 39, a Party may claim relief under this Clause 39 from liability for failure to meet its obligations under this Contract for as long as and only to the extent that the performance of those obligations is directly affected by a Force Majeure Event. Any failure or delay by the Supplier in performing its obligations under this Contract which results from a failure or delay by an agent, Sub-Contractor or supplier shall be regarded as due to a Force Majeure Event only if that agent, Sub-Contractor or supplier is itself impeded by a Force Majeure Event from complying with an obligation to the Supplier.

39.2 The Affected Party shall as soon as reasonably practicable issue a Force Majeure Notice, which shall include details of the Force Majeure Event, its effect on the obligations of the Affected Party and any action the Affected Party proposes to take to mitigate its effect.

39.3 If the Supplier is the Affected Party, it shall not be entitled to claim relief under this Clause 39 to the extent that consequences of the relevant Force Majeure Event:

39.3.1 are capable of being mitigated by any of the provision of any Services but the Supplier has failed to do so; and/or

39.3.2 should have been foreseen and prevented or avoided by a prudent provider of services similar to the Services, operating to the standards required by this Contract.

39.4 Subject to DFID's right to terminate set out in Clause 39.5, the Parties shall at all times following the occurrence of a Force Majeure Event and during its subsistence use their respective reasonable endeavours to prevent and mitigate the effects of the Force Majeure Event. Where the Supplier is the Affected Party, it shall take all steps in accordance with Good Industry Practice to overcome or minimise the consequences of the Force Majeure Event.

39.5 Where DFID receives a Force Majeure Notice, from the date of receipt of the Force Majeure Notice, DFID may, at its sole discretion, either suspend this Contract for a period of up to six (6) months ("the Suspension Period") or terminate this Contract forthwith.

39.6 The Affected Party shall notify the other Party as soon as practicable after the Force Majeure Event ceases or no longer causes the Affected Party to be unable to comply with its obligations under this Contract.

39.7 Relief from liability for the Affected Party under this Clause 39 shall end as soon as the Force Majeure Event no longer causes the Affected Party to be unable to comply with its obligations under this Contract and shall not be dependent on the serving of notice under Clause 39.6.

39.8 If by the end of the Suspension Period the Parties have not agreed a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

#### **40. TERMINATION WITHOUT DEFAULT OF THE SUPPLIER**

40.1 DFID may, at its sole discretion, terminate this Contract, at any time by issuing a Termination Notice to the Supplier giving at least thirty (30) Working Days written notice (unless stated differently in Section 4 (Special Conditions)). **If the contract is terminated, DFID will pay all costs incurred up to and including the date cancellation notice is received.**

#### **41. TERMINATION WITH DEFAULT OF THE SUPPLIER**

41.1 DFID may terminate this Contract for material Default by issuing a Termination Notice to the Supplier where:

41.1.1 any representation or warranty given by the Supplier which is materially untrue or misleading, and the Supplier fails to provide details of proposed mitigating factors which in the reasonable opinion of DFID are acceptable;

41.1.2 DFID expressly reserves the right to terminate this Contract for material Default;

- 41.1.3 the Supplier commits any material Default of the Contract which is not, in the reasonable opinion of DFID, capable of remedy; and/or
- 41.1.4 the Supplier commits a Default, including a material Default, which in the opinion of DFID is remediable but has not remedied such Default to the satisfaction of DFID in accordance with the Rectification Plan Process.
- 41.2 For the purpose of Clause 41.1, a material Default may be a single material Default or a number of Defaults or repeated Defaults (whether of the same or different obligations and regardless of whether such Defaults are remedied) which taken together constitute a material Default.
- 41.3 DFID may, without prejudice to its other rights, including but not limited to the right to claim for Losses incurred, issue a Termination Notice where:
  - 41.3.1 the Supplier or any Supplier Personnel, either directly or through their servants or agents or Sub-Contractors breaches any of their obligations under this Contract; or
  - 41.3.2 the Supplier, Supplier Personnel, servants, agents or Sub-Contractors, or any person acting on their behalf has committed an offence under the Bribery Act 2010 or the Terrorism Act 2000 in breach of Clauses 44 or 45 of this Contract; or
  - 41.3.3 the Supplier is an individual or a partnership and at any time:
    - (a) becomes bankrupt; or
    - (b) is the subject of a receiving order or administration order; or
    - (c) makes any composition or arrangement with or for the benefit of the Supplier's creditors; or
    - (d) makes any conveyance or assignment for the benefit of the Supplier's creditors; or
    - (e) the warranty given by the supplier pursuant to Clause 21 (Tax Compliance) is materially untrue; or
    - (f) the Supplier commits a material breach of its obligation to notify DFID of any Occasion of Tax Non-Compliance as required by Clause 21 (Tax Compliance); or
    - (g) the Supplier fails to provide details of proposed mitigating factors which in the reasonable opinion of DFID, are acceptable; or
  - 41.3.4 the Supplier is a company and:
    - (a) an order is made or a resolution is passed for the winding up of the Supplier; or
    - (b) a receiver or administrator is appointed in respect of the whole or any part of the undertaking of the Supplier; or
  - 41.3.5 the Supplier is a partnership or a company and there is a Change of Control.
  - 41.3.6 there is an occurrence of any of the statutory provisos contained in Regulation 73(1)(a)-(c) of the Regulations.
- 41.4 Where this Contract is terminated in accordance with this Clause 41, the Supplier shall without prejudice to DFID's other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner and in compliance with Clause 14 (Exit Management) but shall not be entitled to any further payment in relation to this Contract.

## **42. CONSEQUENCES OF EXPIRY OR TERMINATION**

- 42.1 Where this Contract has been terminated pursuant to Clause 40 (Termination Without Default of the Supplier), the Supplier shall:
  - 42.1.1 take such steps as are necessary to terminate the provision of the Services or any part of the Services (including suspending or terminating any Sub-Contracts) in a cost-effective, timely and orderly manner;
  - 42.1.2 act in accordance with Clause 14 (Exit Management); and
  - 42.1.3 provide to DFID, not more than 60 days after DFID notifies the Supplier of the termination of this Contract an account in writing with detailed supporting evidence, stating:

- (a) any costs, if any, due before the date of termination, which cannot be avoided by the Supplier using reasonable endeavours; and
- (b) costs to be expended after the date of termination which the Supplier necessarily incurred in the proper performance of this Contract and which the Supplier cannot reasonably avoid or recover using reasonable endeavours;

and, subject to Approval, DFID shall pay such amount stated pursuant to Clause 42.1.3 to the Supplier within 30 days of receipt from the Supplier of a Valid Invoice in respect of the amount due.

- 42.2 Where this Contract is terminated under Clause 41 (Termination with Default of the Supplier) and DFID makes other arrangements for the provision of Services DFID may recover from the Supplier pursuant to Clause 17 (Retention and Set Off) or otherwise, the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by DFID throughout the remainder of the Term provided that DFID shall take all reasonable steps to mitigate such additional expenditure.
- 42.3 Where this Contract is terminated for any reason, save as expressly provided in this Contract:
- 42.3.1 termination or expiry of this Contract shall be without prejudice to any rights, remedies or obligations accrued under this Contract prior to termination or expiration and nothing in this Contract shall prejudice the right of either Party to recover any amount outstanding at the time of such termination or expiry; and
  - 42.3.2 termination of this Contract shall not affect the continuing rights, remedies or obligations of DFID or the Supplier under Clauses 13, 14, 15, 16, 17, 18, 19, 22, 25, 26, 27, 28, 29, 30, 32, 33, 42, 43, 48 and 53, any relevant clauses listed under Section 4 (Special Conditions), and, without limitation to the foregoing, any other provision of this Contract which expressly or by implication is to be performed or observed notwithstanding termination or expiry shall survive the Expiry Date.

## Miscellaneous and Governing Law

### 43. DISPUTE RESOLUTION PROCEDURE

- 43.1 The Parties will attempt in good faith to negotiate a settlement to any Dispute between them arising out of or in connection with this Contract. If the matter is not resolved by negotiation within 45 days of when either Party first made contact in respect of the same, the Parties will refer the Dispute to mediation in accordance with CEDR (Centre for Effective Dispute Resolution in London, UK) procedures. If the parties fail to agree terms of settlement within 90 days of the initiation of the procedure the Dispute may be referred to an arbitrator as agreed between the parties or failing such agreement as may be nominated by the President of the Law Society of England and Wales upon application of any Party. The initiation of the procedure is defined as the written request to CEDR by any Party for mediation provided that such request is copied to the other Party.
- 43.2 The decision of the arbitrator shall be final and binding on both Parties.
- 43.3 The seat and place of arbitration shall be London.

### 44. PREVENTION OF FRAUD AND BRIBERY

- 44.1 The Supplier represents and warrants that neither it, nor to the best of its knowledge any Supplier Personnel, any person acting on their behalf, have at any time prior to the Commencement Date:
- 44.1.1 committed a Prohibited Act or been formally notified that it is subject to an investigation or prosecution which relates to an alleged Prohibited Act; and/or
  - 44.1.2 been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act.
- 44.2 The Supplier, Supplier Personnel, or any person acting on their behalf shall not during the Term:
- 44.2.1 commit a Prohibited Act; and/or
  - 44.2.2 do or suffer anything to be done which would cause DFID or any of DFID's employees, consultants, suppliers, Sub-Contractors or agents to contravene any of the Relevant Requirements or otherwise incur any liability in relation to the Relevant Requirements.

- 44.3 The Supplier shall during the Term:
- 44.3.1 establish, maintain and enforce, and require that its Supplier Personnel establish, maintain and enforce, policies and procedures which are adequate to ensure compliance with the Relevant Requirements and prevent the occurrence of a Prohibited Act;
  - 44.3.2 keep appropriate records of its compliance with its obligations under Clause 44.3.1 and make such records available to DFID on request.
- 44.4 The Supplier shall immediately notify DFID in writing if it becomes aware of any breach of Clause 44.1 and/or Clause 44.2, or has reason to believe that it has or any Supplier Personnel, servants, agents or Sub-Contractors, or any person acting on their behalf have:
- 44.4.1 been subject to an investigation or prosecution which relates to an alleged Prohibited Act;
  - 44.4.2 been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act; and/or
  - 44.4.3 received a request or demand for any undue financial or other advantage of any kind in connection with the performance of this Contract or otherwise suspects that any person or party directly or indirectly connected with this Contract has committed or attempted to commit a Prohibited Act.
- 44.5 The Supplier warrants and represents to DFID that to the best of its knowledge, that neither the Supplier, Supplier Personnel, servants, agents or Sub-Contractors, or any person acting on their behalf:
- 44.5.1 has given, offered or agreed to give or accepted, any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any contract or for showing or forbearing to show favour or disfavour to any person or entity in relation to any contract; or
  - 44.5.2 has entered into any contract in connection with which commission has been paid or agreed to be paid by or to the Supplier or Supplier Personnel or on their behalf or to their knowledge unless, before such contract was made, particulars of any such commission and of the terms of any agreement for the payment of such commission were disclosed in writing to DFID, whose written consent was subsequently given to such payment.
- 44.6 Neither the Supplier or the Supplier Personnel or any person acting on their behalf shall accept for their own benefit or pass on for the benefit of partner government, recipient or end user, any trade commission, discount, voucher scheme, re-sale or similar payment or benefit in connection with this Contract.
- 44.7 Where the Supplier or Supplier Personnel, or any person acting on their behalf, does any of the acts mentioned in Clause 44.5 or commits any offence under the Bribery Act 2010, with or without the knowledge of the Supplier, in relation to this Contract or any other contract with the Crown, DFID shall be entitled:
- 44.7.1 to terminate the Contract with immediate effect by written notice to the Supplier and recover from the Supplier the amount of any Losses resulting from the termination;
  - 44.7.2 to recover from the Supplier the amount or value of any such gift, consideration or commission;
  - 44.7.3 to recover from the Supplier any other Losses sustained as a result of any breach of this Clause 44, whether or not the Contract is terminated.
- 44.8 DFID, the Supplier and the Supplier Personnel shall immediately and without undue delay inform each other of any event that interferes or threatens to materially interfere with the successful delivery of the Services, whether financed in full or in part by DFID, including credible suspicion of/or actual fraud, bribery, corruption or any other financial irregularity or impropriety.
- DFID has an expert fraud investigation unit, that should be contacted in the first instance at [reportingconcerns@dfid.gov.uk](mailto:reportingconcerns@dfid.gov.uk) or +44 (0)1355 843747. All suspicions will be treated with the utmost confidentiality.

## **45. ANTI-TERRORISM REGULATIONS**

- 45.1 In accordance to the Terrorism Act 2000 and all subsequent regulations pursuant to this Act, the Supplier will assure itself to the best of its knowledge that UK funding, including financial assets or economic resources is not made available, either directly or indirectly to, or for the benefit of persons, groups or entities listed in accordance with European Council Regulation EC/2580/2001

(as amended) and/or the Terrorism (United Nations Measures) Orders 2009 of the United Kingdom, or contravene the provisions of those and any subsequent applicable terrorism legislation.

- 45.2 The Supplier represents and warrants that neither it, nor to the best of its knowledge any Supplier Personnel, servants, agents or Sub-Contractors, or any person acting on their behalf, have at any time prior to the Commencement Date and/or during the term of this Contract appeared on the Home Office Proscribed Terrorist Organisations List.
- 45.3 The Supplier shall immediately notify DFID in writing if it becomes aware of any breach of Clause 45.1 and/or Clause 45.2, or has reason to believe that it has or any Supplier Personnel, servants, agents or Sub-Contractors, or any person acting on their behalf have:
- 45.3.1 been subject to an investigation or prosecution which relates to an alleged infringement of Clause 45.1 and/or Clause 45.2;
- 45.3.2 been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts.
- 45.4 Where the Supplier or any of his employees, servants, agents or Sub-Contractors, or any person acting on their behalf, breaches any of the acts mentioned in Clause 45.1 and/or Clause 45.2 commits any offence under the Terrorism Act 2000, with or without the knowledge of the Supplier, in relation to this Contract or any other contract with the Crown, DFID shall be entitled:
- 45.4.1 to terminate the Contract with immediate effect by written notice to the Supplier and recover from the Supplier the amount of any loss resulting from the termination;
- 45.4.2 to recover from the Supplier any other loss sustained as a result of any breach of this Clause 45, whether or not the Contract has been terminated.

#### **46. SAFEGUARDING**

- 46.1 For the purposes of this Clause 46, “**Reasonable Measures**” shall mean:

all reasonable endeavours expected to be taken by a professional and prudent supplier in the Supplier’s industry to eliminate or minimise risk of actual, attempted or threatened exploitation, abuse and harassment (including Sexual Abuse, Sexual Exploitation and Sexual Harassment) and whether or not such conduct would amount to a criminal offence in the United Kingdom or an offence under the laws of the territory in which it takes place (together “**Serious Misconduct**”) as is reasonable and proportionate under the circumstances. Such endeavours may include (but shall not be limited to):

- (a) clear and detailed policies and guidance for Supplier Personnel, Supplier Providers and where appropriate, beneficiaries;
- (b) developing, implementing and maintaining a safeguarding plan throughout the term (including monitoring);
- (c) provision of regular training to Supplier Personnel, Supplier Providers and where appropriate, beneficiaries
- (d) clear reporting lines and whistleblowing policies in place for Supplier Personnel, Supplier Providers and beneficiaries,
- (e) maintaining detailed records of any allegations of Serious Misconduct and regular reporting to DFID and the Appropriate Authorities (where relevant) of any such incidents;
- (f) any other Good Industry Practice measures (including any innovative solutions),

- 46.2 The Supplier shall take all Reasonable Measures to prevent Serious Misconduct by the Supplier Personnel or any other persons engaged and controlled by it to perform any activities under this Agreement (“**Supplier Providers**”) and shall have in place at all times robust procedures which enable the reporting by Supplier Personnel, Supplier Providers and beneficiaries of any such Serious Misconduct, illegal acts and/or failures by the Supplier or Supplier Personnel to investigate such reports.
- 46.3 The Supplier shall take all Reasonable Measures to ensure that the Supplier Personnel and Supplier Providers do not engage in sexual activity with any person under the age of 18, regardless of the local age of majority or age of consent or any mistaken belief held by the Supplier Personnel or Supplier Provider as to the age of the person. Furthermore, the Supplier shall ensure that the Supplier Personnel and Supplier Providers do not engage in ‘transactional sex’ which shall include but not be limited to the exchange of money, employment, goods, or services for sex and such reference to sex shall include sexual favours or any form of humiliating, degrading or exploitative behavior on the part of the Supplier Personnel and the Supplier Providers. For the avoidance of doubt, such ‘transactional sex’ shall be deemed to be Serious Misconduct in accordance with Clause 46.1.

- 46.4 The Supplier shall promptly report in writing any complaints, concerns and incidents regarding Serious Misconduct or any attempted or threatened Serious Misconduct by the Supplier Personnel and Supplier Providers to DFID, including DFID's Counter Fraud Section at [reportingconcerns@dfid.gov.uk](mailto:reportingconcerns@dfid.gov.uk) or +44 (0)1355 843747, and where necessary, the Appropriate Authorities.
- 46.5 The Supplier shall fully investigate and document all cases or potential cases of Serious Misconduct and shall take appropriate corrective action to reduce the risk and/or eliminate Serious Misconduct being committed by the Supplier Personnel and Supplier Providers (which may include disciplinary action, termination of contracts etc.), such investigations and actions to be reported to DFID as soon as is reasonably practicable
- 46.6 The Supplier shall not engage as Supplier Personnel or Supplier Provider for the purposes of the Services any person whose previous record or conduct known to the Supplier (or reasonably ought to be known by a diligent supplier which undertakes the appropriate checks) indicates that they are unsuitable to perform the Services and/or where they represent an increased and unacceptable risk of committing Serious Misconduct.
- 46.7 The Supplier shall comply with all applicable laws, legislation, codes of practice and government guidance in the UK and additionally, in the territories where the Services are being performed, relevant to safeguarding and protection of children and vulnerable adults, which the Supplier acknowledges may include vetting of the Supplier Personnel by the UK Disclosure and Barring Service in respect of any regulated activity performed by the Supplier Personnel (as defined by the Safeguarding Vulnerable Groups Act 2006 (as amended)) and/or vetting by a local equivalent service. Where DFID reasonably believes that there is an increased risk to safeguarding in the performance of the Services, the Supplier shall comply with any reasonable request by DFID for additional vetting to be undertaken.
- 46.8 Failure by the Supplier to:
- 46.8.1 put in place preventative measures to eliminate and/or reduce the risk of Serious Misconduct; or
- 46.8.2 fully investigate allegations of Serious Misconduct; or
- 46.8.3 report any complaints to DFID and where appropriate, the relevant authorities (including law enforcement)
- shall be a material Default of this Contract and shall entitle DFID to terminate this Contract with immediate effect.

#### **47. DISCRIMINATION**

- 47.1 The Supplier shall not unlawfully discriminate either directly or indirectly against protected characteristics such as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age and without prejudice to the generality of the foregoing the Supplier shall not unlawfully discriminate within the meaning and scope of the provisions of all relevant legislation including the Equality Act 2010, the International Development (Gender Equality) Act 2014 or other relevant or equivalent legislation, or any statutory modification or re-enactment thereof. The Supplier shall ensure that in its delivery of the Services, it has due regard for the advancement of equal opportunity and promotes good relations between people who share a protected characteristic and those who do not, as required by the equality legislation.
- 47.2 The Supplier shall adhere to the current relevant codes of practice or recommendations published by the Equality and Human Rights Commission. The Supplier shall take all reasonable steps to secure the observance of these provisions and codes of conduct by all suppliers, employees or agents of the Supplier and all suppliers and Sub-Contractors employed in the execution of this Contract.
- 47.3 The Supplier will comply with any request by DFID to assist DFID in meeting its obligations under the Equality Act 2010 and to allow DFID to assess the Supplier's compliance with its obligations under the Equality Act 2010.
- 47.4 Where any investigation is concluded or proceedings are brought under the Equality Act 2010 which arise directly or indirectly out of any act or omission of the Supplier, its agents or Sub-Contractors, or Supplier Personnel, and where there is a finding against the Supplier in such investigation or proceedings, the Supplier will indemnify DFID with respect to all costs, charges and expenses (including legal and administrative expenses) arising out of or in connection with any such investigation or proceedings and such other financial redress to cover any payment DFID may have been ordered or required to pay to a third party.

#### **48. LAW AND JURISDICTION**

- 48.1 This Contract shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

#### **49. ENVIRONMENTAL REQUIREMENTS**

- 49.1 The Supplier shall provide the Services and any goods & equipment required under the Contract in accordance with applicable national and international laws, including those of the country or countries in which the Services or goods & equipment are to be provided, and DFID's environmental operations policy, which is to conserve energy, water and other resources, reduce waste, phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.
- 49.2 The Supplier shall work with DFID and the populations that are potentially affected by its operations under the Contract regarding any environmental issues that could affect the sustainable development provisions of the International Development Act (2002), comply with special conditions as stipulated in the Terms of Reference and carry out any reasonable additional request to ensure the protection of the environment, society and the economy throughout the contract period.
- 49.3 The Supplier shall ensure it has the requisite expertise and controls to identify and mitigate all factors that may affect compliance with the conditions outlined in Clauses 49.1 and 49.2 as a result of its own operations or those of Sub-Contractors working on its behalf.
- 49.4 The Supplier shall promptly notify DFID of any changes in potential material adverse effects from its operations under the Contract and of the occurrence of any incident or accident related to the Project that has or is likely to have a significant adverse effect on the environment.
- 49.5 Nothing in Clauses 49.1 to 49.3 shall relieve the obligations of the Supplier to comply with its statutory duties and Good Industry Practice.

## **50. CONFLICT OF INTEREST**

- 50.1 Neither the Supplier nor any of the Supplier Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.
- 50.2 The Supplier and the Supplier Personnel shall notify DFID immediately of any actual or potential conflict together with recommendations as to how the conflict can be avoided.
- 50.3 The Supplier shall establish and maintain appropriate business standards, procedures and controls to ensure that no conflict of interest arises between Services undertaken for DFID and that undertaken for other clients. The Supplier shall avoid knowingly committing any acts which are likely to result in any allegation of impropriety against DFID, including conflicts of interest which are likely to prejudice their independence and objectivity in performing the Contract, howsoever arising.
- 50.4 The Supplier shall notify DFID immediately of any circumstances of which it becomes aware which give rise or potentially give rise to a conflict with the Services and shall advise DFID of how they intend to avoid such a conflict arising or remedy such situation. The Supplier shall, subject to any obligations of confidentiality it may have to third parties, provide all information and assistance reasonably necessary (at the Supplier's cost) that DFID may request of the Supplier in order to avoid or resolve a conflict of interest and shall ensure that at all times they work together with DFID with the aim of avoiding a conflict or remedy a conflict.
- 50.5 Pursuant to Clause 50.4, DFID shall have the right to require that the Supplier puts in place Ethical Walls and will ensure and satisfy DFID that all information relating to the Contract and to the Services (including all working papers, draft reports in both tangible and intangible form) are not shared or made available to person(s) other than Supplier Personnel and that such matters are not discussed by any person(s) other than Supplier Personnel.
- 50.6 In the event of a failure to maintain the Ethical Walls as described above arising during the course of this Contract, DFID reserves the right to immediately terminate the Contract on giving written notice to the Supplier.

## **51. WAIVER**

- 51.1 A waiver of any of the terms and/or conditions of this Contract shall be valid only where it is agreed expressly in writing and signed by the parties. No failure or delay by a Party to exercise any right or remedy provided under this Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.

## **52. ENTIRE AGREEMENT**

- 52.1 The Contract constitutes the entire agreement between the Parties relating to the subject matter of the Contract. The Contract supersedes all prior negotiations, representations and undertakings, whether written or oral, except that this Clause 52.1 shall not exclude liability in respect of any fraudulent misrepresentation.



- 52.2 The Supplier is not the agent of DFID and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of DFID in any respect.
- 52.3 Nothing in this Contract is intended to make nor shall it make DFID the employer of the Supplier or any of the Supplier Personnel.
- 52.4 All communications by the Supplier relating to the Contract must be addressed to the DFID Contract Officer whose name and address is given in Section 4 (Special Conditions).

**53. THIRD PARTY RIGHTS**

- 53.1 No Third Party Beneficiary may enforce, or take any step to enforce, any Third Party Provision without the prior written consent of DFID, which may, if given, be given on and subject to such terms as DFID may determine.
- 53.2 Any amendments or modifications to this Contract may be made, and any rights created under Clause 53.1 may be altered or extinguished, by the Parties without the consent of any Third Party Beneficiary.

## SCHEDULE 1: DEFINITIONS

Unless otherwise provided or the context otherwise requires the following expressions shall have the meanings set out below:

**"Affected Party"** the Party seeking to claim relief in respect of a Force Majeure Event;

**"Affiliate"** in relation to a body corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control with, that body corporate from time to time;

**"Approval"** means the prior written consent of DFID and **"Approve"** and **"Approved"** shall be construed accordingly;

**"Auditor"** means:

- (a) DFID's internal and external auditors;
- (b) DFID's statutory or regulatory auditors;
- (c) the Comptroller and Auditor General, their staff and/or any appointed representatives of the National Audit Office;
- (d) HM Treasury or the Cabinet Office;
- (e) any party formally appointed by DFID to carry out audit or similar review functions; and
- (f) successors or assigns of any of the above.

**"Appropriate Authorities"** means any and/or all of (as may be relevant under the circumstances) the UK government bodies and/or government bodies/agencies in the territory where Serious Misconduct may have or is suspected of having taken place, which have responsibility for safeguarding, recording, investigating, enforcing and/or determining allegations of Serious Misconduct and which may include (but shall not be limited to), the DFID, the National Crime Agency, UK Police force, local territory police forces, and social services.

**"Central Government Body"** a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:

- (a) Government Department;
- (b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);
- (c) Non-Ministerial Department; or
- (d) Executive Agency;

**"Change of Control"** means a change of control within the meaning of Section 450 of the Corporation Tax Act 2010;

**"Charges"** means the charges raised under or in connection with this Contract from time to time, which shall be calculated in a manner that is consistent with Schedule 5 (Schedule of Prices).

**"Commencement Date"** means the date identified in Section 1 Form of Contract.

**"Commercially Sensitive Information"** the information listed in Section 4 (Special Conditions) comprising the information of a commercially sensitive nature relating to the Supplier, its intellectual property rights or its business of which the Supplier has indicated to DFID that, if disclosed by DFID, would cause the Supplier significant commercial disadvantage of material financial loss.

**"Confidential Information"** means all Personal Data and any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, know-how, personnel and suppliers of either party, including all intellectual property rights, together with all information derived from any of the above, and any other information clearly being designated as being confidential (whether or not it is marked "confidential") or which ought reasonably be considered to be confidential.

**"Contract"** means this agreement between DFID and the Supplier consisting of this Section 2 (Standard Terms and Generals) and any attached Schedules and Appendices

**"Contract Amendment Letter"** means the form set out in Appendix A.

**"Contract Officer"** means the person named in Section 4 who is responsible for all contractual aspects of the Contract.

**"Control"** means control in either of the senses defined in sections 450 and 1124 of the Corporation Tax Act 2010 and "Controlled" shall be construed accordingly;

**"Controller, Processor, Data Subject, Personal Data, Personal Data Breach, Data Protection Officer"** take the meaning given in the GDPR.

**"Data Protection Legislation"** (i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 [subject to Royal Assent] to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy.

**“Data Protection Impact Assessment”**: an assessment by the Data Controller of the impact of the envisaged processing on the protection of Personal Data.

**“Data Loss Event”**: any event that results, or may result, in unauthorised access to Personal Data held by the Contractor under this Agreement, and/or actual or potential loss and/or destruction of Personal Data in breach of this Agreement, including any Personal Data Breach.

**“Data Subject Access Request”**: a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data.

**“DPA 2018”** means the Data Protection Act 2018

**“Default”** means any breach of the obligations of the Supplier (including but not limited to including abandonment of this Contract in breach of its terms) or any other default (including material Default), act, omission, negligence or statement of the Supplier, of the Supplier Personnel howsoever arising in connection with or in relation to the subject-matter of this Contract and in respect of which the Supplier is liable to DFID;

**“Delivery Chain”** means all of the Supplier’s Sub-Contractors, Supplier Providers and partners involved in delivering a specific good, service or change for the purposes of the Services provided under this Agreement, down to the end beneficiary;

**“DFID Background IPR”** means:

- a) IPRs owned by DFID before the Commencement Date, including IPRs contained in any of DFID’s know-how, documentation, software, processes and procedures;
- b) IPRs created by DFID independently of this Contract; and/or
- c) Crown Copyright which is not available to the Supplier otherwise than under this Contract;

**“DFID Data”** means (a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, and which are: (i) supplied to the Supplier by or on behalf of DFID; or (ii) which the Supplier is required to generate, process, store or transmit pursuant to this Contract; or (b) any Personal Data for which DFID is the Data Controller.

**“DFID System”** DFID’s computing environment (consisting of hardware, software and/or telecommunications networks or equipment) used by DFID or the Supplier in connection with this Contract which is owned by DFID or licensed to it by a third party and which interfaces with the Supplier System or which is necessary for DFID to receive the Services;

**“Dispute”** any dispute, difference or question of interpretation arising out of or in connection with this Contract, including any dispute, difference or question of interpretation relating to the Services, failure to agree in accordance with the Variation Procedure or any matter where this Contract directs the Parties to resolve an issue by reference to the Dispute Resolution Procedure;

**“Dispute Resolution Procedure”** means the dispute resolution procedure set out in Clause 43;

**“DOTAS”** means the Disclosure of Tax Avoidance Schemes rules which require a promoter of tax schemes to tell HM Revenue & Customs of any specified notifiable arrangements or proposals and to provide prescribed information on those arrangements or proposals within set time limits as contained in Part 7 of the Finance Act 2004 and in secondary legislation made under vires contained in Part 7 of the Finance Act 2004 and as extended to National Insurance Contributions by the National Insurance Contributions (Application of Part 7 of the Finance Act 2004) Regulations 2012, SI 2012/1868 made under s.132A Social Security Administration Act 1992.

**“Environmental Information Regulations”** means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issues by the Information Commissioner or relevant Government Department in relation to such regulations;

**“Ethical Walls”** means a process for avoiding conflicts of interest by limiting disclosure of information to certain individuals within an organisation, thereby building a metaphorical wall between the holders of information and colleagues who represent interests or hold opinions which conflict.

**“Euro Compliant”** means that:

- (i) the introduction of the euro within any part(s) of the UK shall not affect the performance or functionality of any relevant items nor cause such items to malfunction, end abruptly, provide invalid results or adversely affect DFID’s business;
- (ii) all currency-reliant and currency-related functions (including all calculations concerning financial data) of any relevant items enable the introduction and operation of the euro; and
- (iii) in particular each and every relevant item shall, to the extent it performs or relies upon currency-related functions (including all calculations concerning financial data):

- (a) be able to perform all such functions in any number of currencies and/or in euros;
- (b) during any transition phase applicable to the relevant part(s) of the UK, be able to deal with multiple currencies and, in relation to the euro and the national currency of the relevant part(s) of the UK, dual denominations;
- (c) recognise accept, display and print all the euro currency symbols and alphanumeric codes which may be adopted by any government and other European Union body in relation to the euro;
- (d) incorporate protocols for dealing with rounding and currency conversion;
- (e) recognise data irrespective of the currency in which it is expressed (which includes the euro) and express any output data in the national currency of the relevant part(s) of the UK and/or the euro; and
- (f) permit the input of data in euro and display an outcome in euro where such data, supporting DFID's normal business practices, operates in euro and/or the national currency of the relevant part(s) of the UK.

**"Equipment"** means any equipment, computer hardware or software, materials, goods and vehicles and associated services necessarily required for the implementation of the Services, which the Supplier cannot reasonably be expected to provide, which are financed or provided by DFID for use by the Supplier.

**"Exit Management"** services, activities, processes and procedures to ensure a smooth and orderly transition of all or part of the Services from the Supplier to DFID and/or a Replacement Supplier.

**"Expiry Date"** means:

- (a) the end date of the Initial Period; or
- (b) if this Contract is terminated before the date specified in (a) above, the earlier date of termination of this Contract;

**"Financial Limit"** means the amount specified in Section 1 (Form of Contract) and is the maximum amount of Charges paid by DFID and which DFID has agreed are duly payable under this Contract for the receipt of the Services.

**"FOIA"** means the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government Department in relation to such legislation.

**"Force Majeure Event"** any event outside the reasonable control of either Party affecting its performance of its obligations under this Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control and which are not attributable to any wilful act, neglect or failure to take reasonable preventative action by that Party, including acts of God, riots, war or armed conflict, acts of terrorism, acts of government, government or regulatory bodies, fire, flood, storm or earthquake, or disaster but excluding any industrial dispute relating to the Supplier or the Supplier Personnel, servants, agents or Sub-Contractors, or any person acting on their behalf or any other failure in the Supplier's or a Sub-Contractor's supply chain;

**"Force Majeure Notice"** a written notice served by the Affected Party on the other Party stating that the Affected Party believes that there is a Force Majeure Event;

**"GDPR"** the General Data Protection Regulation (*Regulation (EU) 2016/679*).

**"General Anti-Abuse Rule"** means (a) the legislation in Part 5 of the Finance Act 2013; and (b) any future legislation introduced into parliament to counteract tax advantages arising from abusive arrangements to avoid national insurance contributions.

**"Good Industry Practice"** at any time the exercise of that degree of care, skill, diligence, prudence, efficiency, foresight and timeliness which would be reasonably expected at such time from a leading and expert supplier of services similar to the Services to a customer like DFID, such supplier seeking to comply with its contractual obligations in full and complying with applicable Laws;

**"Halifax Abuse Principle"** means the principle explained in the CJEU Case C-255/02 Halifax and others.

**"HM Government Cyber Essentials Scheme"** means the HM Government Cyber Essentials Scheme as further defined in the documents relating to this scheme published at <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

**"IATI"** means the International Aid Transparency Initiative standard and is a technical publishing framework allowing data to be compared. It is designed to report forward-looking aggregate budget information for the reported organisations, and planned future budgets to recipient institutions or countries.

**"ICT Environment"** means the DFID System and the Supplier System;

**"Information"** has the meaning given under Section 84 of the Freedom of Information Act 2000; including

all information of whatever nature, however conveyed and in whatever form, including in writing, orally, by demonstration, electronically and in a tangible, visual or machine-readable medium (including CD-ROM, magnetic and digital form);

**“Initial Period”** means the initial term of this Contract from the Commencement Date to the end date of the initial term stated in Section 4 (Special Conditions);

**“Intellectual Property Rights” or “IPRs”** means

- (a) copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, rights in Internet domain names and website addresses and other rights in trade names, designs, Know-How, trade secrets and other rights in Confidential Information;
- (b) applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction; and

all other rights having equivalent or similar effect in any country or jurisdiction;

**“IPR Claim”** means any claim of infringement or alleged infringement (including the defence of such infringement or alleged infringement) of any IPR, used to provide the Services or as otherwise provided and/or licensed by the Supplier (or to which the Supplier has provided access) to DFID (including any claims arising from the publication of the Project Specific IPRs as open source) in the fulfilment of its obligations under this Contract

**“Joint Control”** means Personal Data which under the Control of Joint Controllers in accordance with GDPR Article 26;

**“Joint Controllers”** means where two or more Controllers jointly determine the purposes and means of processing;

**“Key Personnel”** means the individuals (if any) identified as such in Section 4 (Special Conditions);

**“Key Performance Indicators” or “KPIs”** means a set of quantifiable measures that DFID and Supplier will use to measure the performance of the Services provided by the Supplier under the Contract (as defined in Section 3 Terms of Reference).

**“Law”** means any applicable law, statute, bye-law, regulation, order, regulatory policy, guidance or industry code, rule of court or directives or requirements of any Regulatory Body, delegated or subordinate legislation or notice of any Regulatory Body;

**“LED”** means Law Enforcement Directive (*Directive (EU) 2016/680*)

**“Licensed Software”** all and any Software licensed by or through the Supplier, its Sub-Contractors or any third party to DFID for the purposes of or pursuant to this Contract, including any Supplier Software, Third Party Software and/or any Specially Written Software;

**“Losses”** means all losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise and **“Loss”** shall be interpreted accordingly;

**“Malicious Software”** any software program or code intended to destroy, interfere with, corrupt, or cause undesired effects on program files, data or other information, executable code or application software macros, whether or not its operation is immediate or delayed, and whether the malicious software is introduced wilfully, negligently or without knowledge of its existence;

**“Milestone”** an event or task described in the Implementation Plan which, if applicable, shall be completed by the relevant Milestone Date;

**“Milestone Payment”** a payment identified in Section 5 to be made following the issue of a Milestone Achievement Certificate;

**“Occasion of Tax Non-Compliance”** means:

- (a) any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found on or after 1 April 2013 to be incorrect as a result of:
  - i) a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
  - ii) the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
- (b) any tax return of the Supplier submitted to a Relevant Tax Authority on or after October 2012 gives rise, on or after 1 April 2013, to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a civil penalty for fraud evasion.

**“Overhead”** means those amounts which are intended to recover a proportion of the Supplier’s or the Sub-Contractor’s (as the context requires) indirect corporate costs;

**“Parties”** and **“Party”** have the meanings respectively given in Section 1 of this Contract;

**“Performance Indicators”** means the Key Performance Indicators and the subsidiary Performance Indicators as applicable;

**“Personal Data”** means personal data (as defined in the Data Protection Act 1998) which is Processed by the Supplier or any Sub-Contractor on behalf of DFID or a Central Government Body pursuant to or in connection with this Contract;

**“Process”** has the meaning given to it under the Data Protection Legislation but, for the purposes of this Contract, it shall include both manual and automatic processing and “Processing” and “Processed” shall be interpreted accordingly;

**“Processor Personnel”** means all directors, officers, employees, agents, consultants and contractors of the Processor and/or of any Sub-Processor engaged in the performance of its obligations under this Agreement.

**“Programme Name”** means the name given to the programme to which this Contract relates as identified in Section 1 (Form of Contract);

**“Prohibited Act”** has the meaning;

(a) to directly or indirectly offer, promise or give any person working for or engaged by DFID a financial or other advantage to:

(i) induce that person to perform improperly a relevant function or activity; or

(ii) reward that person for improper performance of a relevant function or activity;

(b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Contract;

(c) an offence:

(i) under the Bribery Act 2010 (or any legislation repealed or revoked by such Act);

(ii) under legislation or common law concerning fraudulent acts; or

(iii) defrauding, attempting to defraud or conspiring to defraud DFID; or

(d) any activity, practice or conduct which would constitute one of the offences listed under

(e) above if such activity, practice or conduct had been carried out in the UK;

**“Project”** means a set of co-ordinated activities, with definite starting and finishing points, undertaken by an individual or team to meet specific objectives within defined time, cost and performance parameters

**“Project Officer”** means the person named in Section 4 who is responsible for issuing instructions and dealing with all correspondence in connection with the technical aspects of the Contract;

**“Project Specific IPRs”** means:

- a) Intellectual Property Rights in items created by the Supplier (or by a third party on behalf of the Supplier) specifically for the purposes of this Contract and updates and amendments of these items including (but not limited to) database schema; and/or
- b) IPR in or arising as a result of the performance of the Supplier’s obligations under this Contract and all updates and amendments to the same,

but shall not include the Supplier Background IPR;

**“Protective Measures”**: appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it.

**“Register”** means a register which sets out full details of:

- (a) any assets used by the Supplier in connection with the provision of the Services, including details of:
  - (i) make, model and asset number;

- (ii) ownership and status as whether the assets are used exclusively for the provision of the Services;
  - (iii) condition and physical location; and
  - (iv) use (including technical specifications); and
- (b) Sub-Contracts and other relevant agreements (including relevant software licences, maintenance and support agreements and equipment rental and lease agreements) required for the performance of the Services;

**“Regulations”** means the Public Contracts Regulations 2015 as amended or replaced from time to time;

**“Regulatory Bodies”** means those government departments, regulatory, statutory and other entities, committees and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in this Contract or any other affairs of DFID and “Regulatory Body” shall be construed accordingly;

**“Relevant Requirements”** all applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State for Justice pursuant to section 9 of the Bribery Act 2010;

**“Relevant Tax Authority”** means HM Revenue & Customs, or, if applicable, a Tax Authority in the jurisdiction in which the Supplier is established.

**“Replacement Services”** any services which are the same as or substantially similar to any of the Services and which DFID receives in substitution for any of the Services following the expiry or termination or partial termination of this Contract, whether those services are provided by DFID internally and/or by any third party;

**“Replacement Sub-Contractor”** means a Sub-Contractor of the Replacement Supplier to whom Transferring Supplier Employees will transfer on a Service Transfer Date (or any Sub-Contractor of any such Sub-Contractor);

**“Replacement Supplier”** any third party service provider of Replacement Services appointed by DFID from time to time;

**“Request for Information”** a request for information or an apparent request under the FOIA, the Environmental Information Regulations and associated codes of practice;

**“Security Policy”** means HMG’s security policy, as updated periodically by the Cabinet Office, which can be accessed at <https://www.gov.uk/government/collections/government-security> , or as notified to the Supplier from time to time;

**“Service Transfer”** means any transfer of the Services (or any part of the Services), for whatever reason, from the Supplier or any Sub-Contractor to a Replacement Supplier or a Replacement Sub-Contractor;

**“Service Transfer Date”** means the date of a Service Transfer;

**“Services”** means the services set out in the Terms of Reference (Section 3).

**“Sexual Abuse”** means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions, and all sexual activity with someone under the age of 18, regardless of local age of majority or consent under the laws of the territory in which it takes place and regardless of any mistaken belief (by the relevant individual) as to the age of a child;

**“Sexual Exploitation”** means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes. Includes profiting monetarily, socially, or politically from sexual exploitation of another;

**“Sexual Harassment”** means unwelcome sexual advances (also but not exclusively without touching). It includes requests for sexual favours, or other verbal or physical behaviour of a sexual nature, which may create a hostile or offensive environment.

**“Sites”** any premises (including DFID premises, the Supplier’s premises or third party premises):

- (a) from, to or at which:
  - (i) the Services are (or are to be) provided; or
  - (ii) the Supplier manages, organises or otherwise directs the provision or the use of the Services; or
- (b) where:
  - (i) any part of the Supplier System is situated;
  - (ii) any physical interface with DFID System takes place;

**“Software”** Specially Written Software, Supplier Software and Third Party Software;

**“Specially Written Software”** means any software (including database software, linking instructions, test scripts, compilation instructions and test instructions) created by the Supplier (or by a Sub-Contractor or other third party on behalf of the Supplier) specifically for the purposes of this Contract, including any modifications, configuration, customisation, or enhancements to Supplier Software or Third Party Software created specifically for the purposes of this Contract;

**"Staffing Information"** means in relation to all persons identified on the Supplier's Provisional Supplier Personnel List or Supplier's Final Supplier Personnel List, as the case may be, such information as DFID may reasonably request (subject to all applicable provisions of the DPA), but including in an anonymised format:

- (a) their ages, dates of commencement of employment or engagement, gender and place of work;
- (b) details of whether they are employed, self-employed contractors or consultants, agency workers or otherwise;
- (c) the identity of the employer or relevant contracting party;
- (d) their relevant contractual notice periods and any other terms relating to termination of employment, including redundancy procedures, and redundancy payments;
- (e) their wages, salaries, bonuses and profit sharing arrangements as applicable;
- (f) details of other employment-related benefits, including (without limitation) medical insurance, life assurance, pension or other retirement benefit schemes, share option schemes and company car schedules applicable to them;
- (g) any outstanding or potential contractual, statutory or other liabilities in respect of such individuals (including in respect of personal injury claims);
- (h) details of any such individuals on long term sickness absence, parental leave, maternity leave or other authorised long term absence;
- (i) copies of all relevant documents and materials relating to such information, including copies of relevant contracts of employment (or relevant standard contracts if applied generally in respect of such employees); and

**"Staff Vetting Procedure"** means HMG's procedures and departmental policies for the vetting of Personnel whose role will involve the handling of information of a sensitive or confidential nature or the handling of information which is subject to any relevant security measures, including, but not limited to, the provisions of the Official Secrets Act 1911 to 1989.

**"Sub-Contract"** means any contract or agreement (or proposed contract or agreement) to which a third party:

- a) provides the Services (or any part of them);
- b) provides facilities or goods and services necessary for the provision of the Services (or any part of them); and/or
- c) is responsible for the management, direction or control of the provision of the Services (or any part of them);

**"Sub-Contractor"** means any person other than the Supplier, who is a party to a Sub-Contract and the servants and agents of that person;

**"Sub-processor"**: any third Party appointed to process Personal Data on behalf of that Processor related to this Agreement.

**"Successor Body"** means a body which is not a Central Government Body or if a body which is not a Central Government Body succeeds DFID;

**"Supplier"** means the person(s), partnership(s) or company (ies) with whom this Contract is placed and as identified in Section 1 (Form of Contract);

**"Supplier Background IPRs"** means;

- (a) Intellectual Property Rights owned by the Supplier before the Effective Date, for example those subsisting in the Supplier's standard development tools, program components or standard code used in computer programming or in physical or electronic media containing the Supplier's Know-How or generic business methodologies; and/or
- (b) Intellectual Property Rights created by the Supplier independently of this Agreement, which in each case is or will be used before or during the Term for designing, testing implementing or providing the Services but excluding Intellectual Property Rights owned by the Supplier subsisting in the Supplier Software;

**"Supplier Personnel"** means any person (including Key Personnel) instructed pursuant to this Contract to undertake any of the Supplier's obligations under this Contract, including the Supplier's employees, agents and Sub-Contractors.

**"Supplier Provider"** means persons engaged and/or controlled by or on behalf of the Supplier pursuant to any activities undertaken by the Supplier under this Agreement.

**"Supplier Software"** means any software which is proprietary to the Supplier (or an Affiliate of the Supplier which is or will be used by the Supplier or any Sub-Contractor for the purposes of providing the Services or is embedded in and in respect of such other software as required to be licensed in order for DFID to receive the benefit of and/or make use of the Services;



**“Supplier System”** the information and communications technology system used by the Supplier in implementing and performing the Services including the Software, the Supplier Equipment, configuration and management utilities, calibration and testing tools and related cabling (but excluding DFID System);

**“Tender”** means the tender submitted by the Supplier to DFID.

**“Term”** means the term of this Contract from the Commencement Date until the Expiry Date;

**“Termination Notice”** means a written notice of termination given by one Party to the other, notifying the Party receiving the notice of the intention of the Party giving the notice to terminate this Contract on a specified date and setting out the grounds for termination;

**“Third Party IPRs”** means Intellectual Property Rights owned by a third party but excluding Intellectual Property Rights owned by the third party subsisting in any Third Party Software;

**“Third Party Software”** means any software which is proprietary to any third party (other than an Affiliate of the Supplier) or any open source which is or will be used by the Supplier for the purposes of providing the Services)

**“Valid Invoice”** means an invoice issued by the Supplier to DFID and containing the information set out in Clause 19.4;

**“Variation”** means a properly executed variation to the Contract in compliance with Clause 35;

**“Variation Procedure”** means the procedure set out in Clause 35;

**“VAT”** means value added tax in accordance with the provisions of the Value Added Tax Act 1994; and

**“Working Day”** means any day other than a Saturday, Sunday or public holiday in England and Wales.

APPENDIX A. CONTRACT AMENDMENT LETTER

Department for International Development  
Abercrombie House  
Eaglesham Road  
EAST KILBRIDE  
Glasgow  
G75 8EA

Telephone: East Kilbride 01355 84 4000  
Direct line: 01355 84 [

File Ref: [   
Date: [

Contract Amendment No: [

CONTRACT FOR: [

CONTRACT NUMBER: [

With reference to the Contract dated [ ], both Parties have in principle agreed to the following variation[s] to the Contract [ :  
[

2. [These/This amendment[s] relate[s] to [

3. Please confirm in writing by signing and returning one copy of this letter, within 15 working days of the date of signature on behalf of DFID that you accept the variation[s] set out herein.

4. The Contract, including any previous variations, shall remain effective and unaltered except as amended by this letter.

5. Words and expressions in this letter shall have the meanings given to them in the Contract.

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

Name: [

Position:

Signature:

Date: [

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

Name: [

Signature:

Date:



## DFID Supply Partner Code of Conduct Contracts with a value below the EU Threshold

### Principles

DFID aims to create an inclusive culture of best practice with the delivery partners with whom it engages and which receive UK taxpayers' funds. All Supply Partners should adhere to the overarching principles of the Supply Partner Code of Conduct (hereafter "the Code").

#### Overarching Principles for Supply Partners

- ✓ **Act responsibly and with integrity**
- ✓ **Be transparent and accountable**
- ✓ **Seek to improve value for money**
- ✓ **Demonstrate commitment to poverty reduction and DFID priorities<sup>1</sup>**
- ✓ **Demonstrate commitment to wider HMG priorities<sup>2</sup>**

### DFID Supply Partner responsibilities

Supply Partners and their subcontractors (delivery chain partners) should ensure they have read and understood the Code and their required compliance level and seek clarification from DFID where necessary. In particular, it is important that the Supply Partners and their subcontractors (delivery chain partners) understand any risks and have systems in place to manage them. The 3 compliance levels are:

**Compliance Level 1** - Supply Partners with an individual contract value of £1m or above, or two or more contracts/grants with DFID with a combined value of £5m or above;

**Compliance Level 2** - Supply Partners with an individual contract value below £1m, or two or more contracts /grants with DFID with a value of less than £5m;

**\*Compliance Level 3** - Supply Partners with an individual Contract value, or component of a Contract/Grant, with a value below the EU contracting threshold. At this level Supply Partners are required to adhere to the overarching Code principles and recognise, mitigate and manage risks. These Supply Partners will not be monitored against the contractual KPIs.

\*Compliance Level 3 applies to this contract – the full code is available here

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/733511/DFID-Supply-Partner-Code-Appendix-B2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733511/DFID-Supply-Partner-Code-Appendix-B2.pdf)

<sup>1</sup> <https://www.gov.uk/government/organisations/department-for-international-development/about#priorities>

<sup>2</sup> <https://www.gov.uk/government/organisations/hm-treasury/about#priorities>



## TERMS OF REFERENCE (TOR)

### Venue and Production Services for UK-Africa Investment Summit

**Summary:** The UK Department for International Development is looking to engage a provider (“Supplier”) to secure the event venue as well as deliver and manage the production services required to ensure a successful UK-Africa Investment Summit (up to £1.5m with possibility to scale up to £1.8m). The Supplier will be required to work closely with a cross-Departmental team (DFID, DIT and FCO), working closely with the Head of Delivery, Head of Special Events and the Deputy Chief of Staff in an iterative and flexible manner to ensure the following offer is achieved;

- a) The venue is booked;
- b) An overall package of services provided by the venue is secured to include acceptable concessional ‘discounts’ which represent VfM is negotiated and secured;
- c) Recce and venue planning on required build and design of production at the venue is undertaken in the run up to the Summit;
- d) A fit for purpose delegate portal is designed and launched ahead of the Summit;
- e) Support and provision of necessary ‘creative’ elements are commissioned ahead of the summit; and
- f) Delivery of the overall production on the day of the Summit.

The Supplier will play a crucial role in ensuring that this high-level Summit is successful and that an impactful Summit ensues. The Supplier will be required to deliver at pace to ensure that products and services are delivered in time for the Summit, scheduled for 20 January 2020.

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## 1. Context

1. The UK has set out an ambitious new vision for the UK's partnership with Africa, placing mutual prosperity and job creation firmly at the heart of the new approach.
2. The UK-Africa Investment Summit (UK-AIS) is a key milestone for delivering this new approach. The venue and production services required as outlined in this document are crucial to the successful delivery of the Summit.

## 2. Objective

3. The services outlined in this document are central to successful delivery of the UK-AIS. The venue will essentially become an 'island-site' for all Summit day activities. The production services will provide the environment and set the tone for all business that is undertaken on the day. These will be central to ensuring the necessary plenary, policy sessions and innovation hub areas are designed to meet the needs in line with the shape of the day as well as providing the more creative and 'wow' factors for the overall Summit.
4. The overall impact of the Summit is expected to be more productive and diversified African economies, with sustained higher-value of UK-Africa Investment. Therefore, it is vital the Summit runs smoothly and efficiently.
5. To help achieve these objectives, venue and production suppliers will be made available to support activities that seek to showcase opportunities in Africa through ensuring an adequately designed and fit for purpose venue, a layout in design and build that allows for an efficient flow of participants and space to deliver an impactful Summit overall.

## 3. Recipients and Beneficiaries

6. The Summit will focus on 21 countries invited to the Summit.<sup>1</sup> Direct recipients of the services will be the African Countries listed, African private sector, Governments and foreign investors.
7. Beneficiaries will be broader than the direct recipients; a successful Summit will mean the overall Summit objectives are realised and increased investment generated will create benefits, in the long and short term, for African citizens.

## 4. Scope of Work

8. The Suppliers will work alongside the UK-AIS cross-Whitehall team in an iterative and flexible manner to create a strong package of products and services that support direct delivery of the Summit, as well as support on the day at the Summit itself. While some of the asks of the Suppliers will be defined, there will be scope for design and innovation for Summit products along the way.

---

<sup>1</sup> As of November 2019, there are 20 on the list – Algeria, Angola, Cote D'Ivoire, DRC, Egypt, Ethiopia, Ghana, Guinea, Kenya, Malawi, Mauritius, Mauritania, Morocco, Mozambique, Nigeria, Rwanda, Senegal, Sierra Leone, South Africa, Tunisia, Uganda. This number is subject to change in line with an evolving invitee list.



9. It is envisioned that the Suppliers will deliver and manage a package that will ensure;
  - a) The venue is booked;
  - b) An overall package of services provided by the venue is secured to include acceptable concessional 'discounts' which represent VfM is negotiated and secured;
  - c) Recce and venue planning on required build and design of production at the venue is undertaken in the run up to the Summit;
  - d) A fit for purpose delegate portal is designed and launched ahead of the Summit;
  - e) Support and provision of necessary 'creative' elements are commissioned ahead of the summit; and
  - f) Delivery of the overall production on the day of the Summit.
10. A clear split in the responsibility of the Supplier services is envisioned with the main venue and additional services provided by the venue to be captured under one clear output. Another output will include the production needed for the venue. These services are likely to be provided by the main Supplier but with the help of a specified sub-contractor
11. The Supplier and sub-contractor are expected to be responsive to demand driven requests emerging during the planning for the Summit.
12. The Supplier will be responsible for management and delivery of the overall suite of packages. The Supplier will be directly responsible for management of their sub-contractor partner and all payments will be made via the main supplier from the framework agreement.
13. We will seek to rely on the experience, innovation and advice of the Supplier to deliver products and production design and services incorporating their own experience of what works. The Supplier and sub-contractor will also be expected to build relationships with relevant stakeholders across government including with the Metropolitan Police to fully understanding the requirements needed and how the venue and production services can best support Summit outcomes.

## **5. Requirements**

14. DFID will contract a Supplier to deliver and manage a package as set out in paragraphs 8 – 13. Attendance and support at the venue on the day before and on the day of the Summit is expected.
15. Critical to the success of the venue and production package will be understanding the needs of the Summit and the shape of the day to ensure the right design and production. The supplier has the scope to design the necessary team structure including the deployment of their sub-contractor but will be responsible for maintaining a roster of experts covering the entire scope of the expected deliverables (paragraphs 9 & 29) that can be called upon as required to deliver the venue and production package. The venue and production supplier and sub-contractor will also need to demonstrate strong project and event management skills.
16. If the Supplier is unable to meet a request from the UK-AIS Team or its stakeholder partners, it



will be critical that the Supplier has in place cost effective and efficient processes for sourcing and sub-contracting the necessary expertise and services, in a timely manner, to meet these demands as they occur.

17. Where the supplier sub-contracts organisations to deliver part of the package offer, due diligence assessments to DFID standards must be carried out to maintain the integrity of the supply chain.
18. The venue and production package require the ability to work flexibility and at pace in close consultation with the HMG UK-AIS team in London and a network of essential stakeholders such as the Metropolitan Police, the venue hosts and others.
19. To deliver the most sustainable event possible, in particular: the procurement of materials, use of suitable materials, consideration of catering requirements (avoiding the use of out of season ingredients), catering management (to reduce food waste). Audit the event so that the results provide a baseline to assess current sustainability performance and identify opportunities for improvement. Help to create an overarching blueprint for sustainable event management, including implementation, a measurement and monitoring strategy and ultimately ISO 20121 certification.

## 6. Key deliverables

20. Following contract signature, the UK-AIS Team will move quickly to include the venue and production team in meetings relevant to the event delivery. This will allow the Supplier to create contacts, get to know the wider stakeholders and provide a strategy and workplan for the following outputs;
  - 1) Acquisition of venue services including conference suites, catering, accommodation, visual audio equipment and internal security
  - 2) Production services to include additional visual and audio requirements, pre-event management, site visits, necessary build and design of conference spaces, creative elements required and post event management (list not exhaustive).
21. Workplans will be expected within two weeks of contract signature. The workplan will be an adaptive document and will form the basis of regular review to monitor progress. Workplans will be approved by DFID's UK-AIS Team's Deputy Chief of Staff.
22. Workplans are expected to incorporate, but not be limited to, the following scope of activities under each output as follows:

Output	Scope
Output 1: Venue Acquisition	Activities under this output will include but are not limited to: <ol style="list-style-type: none"><li>1) Agreement with venue on conference suites required to ensure the delivery of the UK-AIS</li></ol>



	<ol style="list-style-type: none"> <li>2) Negotiation of terms and conditions of venue services including contingency planning for the case of postponement or cancellation which ensures maximum VfM.</li> <li>3) Negotiating a competitive delegates package and rate</li> <li>4) Ensuring catering including taking account of dietary requirements, including refreshment breaks and drinks receptions as required</li> <li>5) Securing accommodation needs at a competitive below 'rack-rate' value and ensuring a competitive 'delegate rate' to offer attendees ahead of the Summit.</li> <li>6) Acquiring and set up of necessary audio visual and internet services.</li> <li>7) Acquisition of car parking grounds for security needs and negotiation of competitive fee for the service</li> <li>8) Ensuring necessary internal security needs.</li> </ol>
Output 2: Production Services	<p>Activities under this output will include but are not limited to:</p> <ol style="list-style-type: none"> <li>1) Pre-event management activities</li> <li>2) Planning and strategy meetings</li> <li>3) Technical site visits and recces</li> <li>4) Content development</li> <li>5) Creative content</li> <li>6) Necessary build to ensure the venue is fit for purpose in line with the planned Summit shape of the day needs.</li> <li>7) Translation services as required</li> <li>8) Live streaming as required</li> <li>9) Any additional event internal security</li> <li>10) Post event management</li> </ol>
Output 3: Delegate Portal	<p>Activities under this output will include but are not limited to:</p> <ol style="list-style-type: none"> <li>1) Design of a delegate portal that is fit for purpose</li> <li>2) Regular reporting is available on request and at short notice as required</li> <li>3) Gender/Nationality and sector disaggregation of data is available on request</li> <li>4) Access is given to key team members to be able to access info within the team</li> <li>5) Reporting should be in a concise format outlining the key information</li> <li>6) Regular updates need to be uploaded and communicated to delegate as the Summit date get closer</li> </ol>

## 7. Reporting

23. The Supplier or sub-contractor will attend weekly planning meetings to stay abreast of changing shape of the day planning. Update of progress against each output will be provided regularly and as requested to the Head of Delivery. Brevity is encouraged in any written reporting requested but should include progress so far; successes, risks and opportunities; financial forecast against agreed budget and; the work plans for each output for the week/month ahead. Any written reporting will be agreed in advance with the UK-AIS Deputy Chief of Staff.
24. DFID will undertake a project closure exercise. The Supplier is expected to support this process and provide evidence of progress against outputs and outcomes as necessary. Additionally,





ahead of project closure the Supplier will:

- i. Agree a disposal plan for all assets procured throughout the lifetime of the programme in accordance with DFID procedures on asset management and disposal;
- ii. Addresses any material items that are necessary or desirable for the continued co-operation of the UK Government with partner governments after the contract ends;
- iii. Provide Suppliers' plans on co-operating to ensure the smooth transfer of responsibilities from the service provider to any persons or organisation taking over such responsibilities after the contract ends.

## 8. Management Arrangements

25. Ensuring ongoing communication with the UK-AIS team will be important for programme success.
26. DFID will play an active role in the oversight and implementation of the programme. The UK-AIS team will provide input into decisions on content of products and services proposed; review workplans and review of approach to measuring impact.

## 9. Contract Management

27. The Supplier will report to DFID's Deputy Chief of Staff and will have regular engagement with other the UK-AIS core team (i.e. Deputy Chief of Staff, Head of Delivery, Head of Special Events and Programme Manager).
28. Suppliers will be assessed against Key Performance Indicators to manage contract performance. These will include:

**Table 1: Indicative Key Performance Indicators**

<b>INDICATOR 1: Delivery</b>	a. Cost-efficiency and effectiveness of services, activities and outputs
	b. Milestones achieved and on time
	c. Quality of products, services and activities provided
<b>INDICATOR 2: Financial/Risk Management</b>	a. Robust cost control in line with contract
	b. Studying considering and abiding by Value for Money in every decision taken
	c. Responsiveness to recommendations in monthly update meetings
<b>INDICATOR 3: Personnel</b>	a. Performance of the team and appropriate level of expertise/ skill level of personnel allocated to project –
	b. Ability to address issues and problem solve them with appropriate escalation channels
	c. Ensure that staff are appropriately trained (including specialist training where required)
<b>INDICATOR 4: Relationship management</b>	a. Extent to which the supplier is responsive and flexible to stakeholders needs and seeks to align with DFID
	b. Regularity of communication with DFID and delivery of agreed action points



## **10. Skills and competencies**

29. The Supplier will provide both administration of the venue and production package and technical experts that deliver the services required. The Supplier will be afforded flexibility in the structure and composition of the project team.
30. Risk management will be an important part of the management of this package of services. This should include but is not limited to understanding political risk, security risk and economic risks in delivering such a high-level event.
31. The Supplier must also demonstrate a clear understanding of the Terms of Reference and how this programme will help deliver wider objectives.
32. The Supplier may be required (at DFID's discretion) to sign a separate non-disclosure agreement with DFID.

## **11. Budget & Time Frame**

33. The anticipated spend for this contract is £983,105, exclusive of applicable taxes. However, there is a possibility to scale up to £1.8m. Scale up will only be pursued in agreement with the Deputy Chief of Staff and increased funding will be directly tracked against increased activity. There will be no remit to exceed this total at any point during contract delivery.
34. The contract is expected to commence in 3<sup>rd</sup> December 2019 and the project end date is expected to be January 2020. This timetable may be liable to change (e.g. in the unlikely event of a change of date of Summit). The contract duration can be extended by up to 12 months, but this does not necessarily necessitate a scale up in budget. Any change to the timescale and/or budget will be explicitly agreed with the Deputy Chief of Staff and will be accompanied by an updated workplan and delivery schedule.

## **12. Payment**

35. DFID will make payments against achieved pre-agreed outputs taking account of agreed KPI's. Payments will be made against a timetable of delivered products and services to be aligned with the proposed workplan. No payments will be made in advance of need.
36. Expenses (including but not limited to Travel, Subsistence, Accommodation, Office Costs etc) shall be paid based on actuals (provided they are in line with the overall budget agreed with DFID and DFID policy on expenses).

## **13. Risk Management**

37. Suppliers should consider how they will adapt and respond to changes in context and any potential alterations to the project. It is key to this programme that suppliers clearly demonstrate their skills and ability to deliver adaptive programme management.



## 14. Value for Money (VfM)

38. VfM in DFID means maximising the impact of each pound spent to improve poor people's lives. At a programme level, VfM means designing, procuring, managing, and evaluating our interventions to maximize impact, given available resources. Broadly DFID's approach to VfM is defined by the 4 "Es" and influences how we procure our inputs (economy), how we use inputs to deliver activities (efficiency), what overall value we are generating for the intended beneficiaries and at what cost (cost effectiveness), and Equity - how fairly are the benefits distributed to what extent programmes reach marginalised groups (equity)? We expect this principle to run throughout the lifetime of this package of services.

## 15. Other requirements

39. **ASSET MANAGEMENT:** The Supplier will need to set out how they will maintain, control and report on any assets purchased with DFID funds, mitigating against theft, damage or loss. An asset management plan should be developed if assets exist and/or created within the delivery plan for this programme. DFID will then determine how the assets are disposed of at the end of the programme as part of the closure activities. Any funds not spent by the programme will be returned to DFID at the end of the programme. All assets will be disposed of in a way that represents best VfM with a clear record of decision making, including approval by Head of Department or delegate.
40. **SAFEGUARDING:** DFID's aim across all its programming is to avoid doing harm by ensuring that their interventions do not sustain unequal power relations, reinforce social exclusion and predatory institutions, exacerbate conflict, contribute to human rights risks, and/or create or exacerbate resource scarcity, climate change and/or environmental damage, and/or increasing communities' vulnerabilities to shocks and trends. DFID seek to ensure their interventions do not displace/undermine local capacity or impose long-term financial burdens on partner governments, therefore, require partners to lead and robustly consider environmental and social safeguards through its own processes and to live up to the high standards in safeguarding and protection which DFID requires.
41. **UK BRANDING:** Suppliers that receive funding from DFID must use UK branding to be transparent and acknowledge that they are funded by UK taxpayers. Suppliers should also acknowledge funding from the UK government in broader communications, but no publicity is to be given to this Contract without the prior written consent of DFID. The UK-AIS Team Delivery Manager will provide further guidance on Summit branding as required. The branding for this event will be in coordination with DIT's 'Great for Partnership' Campaign.
42. **DELIVERY CHAIN MAPPING:** DFID is required to report on its delivery chains throughout the life of the programme to ensure all DFID monies can be tracked through the chain and is also required to report to central government on the level of work being allocated to SME and other sub-contracted organisations.
43. **GENDER:** The Supplier shall provide, as part of their proposal, a gender strategy that will detail



its strategy to design, develop and implement the project in a way that takes into account the different needs, priorities, knowledge and capabilities of women, girls, men and boys, ensuring that they participate in, and benefit equally from, the proposed project.

44. **DISABILITY AND INCLUSION:** The Supplier shall take account of the need to design, develop and implement the project in ways that consider the needs and capabilities of people with disability and other vulnerable groups.
45. **DIGITAL:** Suppliers that receive funding from DFID must follow UK Government's and DFID's standards for the use of digital in international development programmes. Details are available here: [www.gov.uk/government/publications/guidance-on-digital-spend-advice-and-controls-for-dfid-partners-and-suppliers](http://www.gov.uk/government/publications/guidance-on-digital-spend-advice-and-controls-for-dfid-partners-and-suppliers)
46. **GENERAL DATA PROTECTION REGULATIONS (GDPR):** Please refer to the details of the GDPR relationship status and personal data in Annex.
47. **TRANSPARENCY:** Transparency, value for money, and results are top priorities for the UK Government. DFID has a duty to show UK taxpayers where their money is being spent, its impact, and the results achieved. It is a contractual requirement for all Suppliers to comply with this, and to ensure they have the appropriate tools to enable routine financial reporting, publishing of accurate data and providing evidence of this to DFID – further IATI information is available from; <http://www.aidtransparency.net/>
48. **FRAUD AND CORRUPTION:** Safeguarding taxpayers' monies from fraud and corruption are of utmost importance. The supplier is responsible for providing assurances to DFID that **it will carry out due diligence on its sub-contractors and vendors before entering into any agreements involving financial transactions.** Supplier is responsible for cascading DFID's zero tolerance policy towards fraud and corruption and is responsible for providing periodic briefings to its staff on whistle blowing processes.
49. DFID reserves the right to temporarily suspend the contract to investigate any concerns about fraud and corruption that arise. A full investigation will be conducted, the conclusion of which will determine if the contract should continue or be terminated.
50. **DUTY OF CARE:** 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.

### **Additional Information**

*Appendix A – Schedule of Processing, Personal Data and Data Subjects*

*Appendix B – Roles and Responsibilities document*



## Appendix A – Schedule of Processing, Personal Data and Data Subjects

Description	Details
<b>Identity of the Controller and Processor for each Category of Data Subject</b>	<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 <b>30.2</b> Protection of Personal Data and <b>30.4 Section 2 of the contract</b> shall not apply for the purposes of the Data Protection Legislation as the <b>Parties are independent Controllers</b> in accordance with Clause 33.3 in respect of the following Personal Data:</p> <ul style="list-style-type: none"><li>• Personal information (which also includes organisation to organisation) including but not limited to email addresses, contact numbers, skype details, etc.</li></ul>



## Appendix B - Roles and Responsibilities Venue and Production Services for UK-Africa Investment Summit

**Summary:** The UK Department for International Development is looking to secure an event venue as well as deliver and manage the production services required to ensure a successful UK-Africa Investment Summit. This document outlines the roles and responsibilities of the three core organisations involved in the delivery of the venue and production package and supports the ToR's for this work.

The three core organisations required to work together to ensure effective delivery of the venue and production of the Summit are as follows:

1. The UK Government represented through DFID by the UK-Africa Investment Summit Team.
2. The main supplier, Calder's
3. The sub-contractor, Live Group

This document aims to clarify the expectation and requirements of each organisation and provides guidelines for the interactions and cross-organisational working between the three core organisations.

Additional external stakeholders will also be referred to throughout the document. However, these relationships will be managed expressly by one of the three organisations where applicable.

### 1. Context

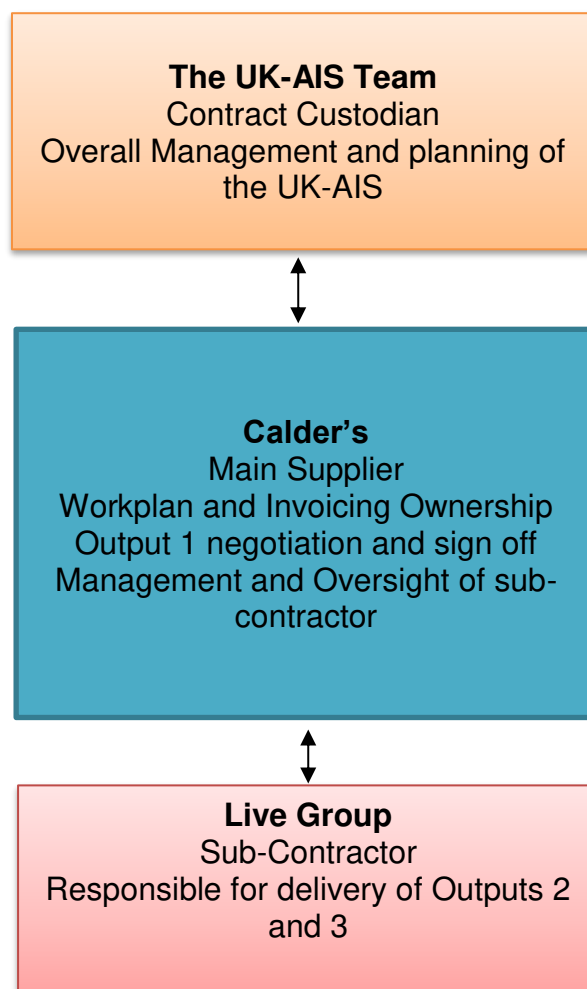
- 1) The UK-Africa Investment Summit (UK-AIS) is a key milestone for delivering this new approach. The roles and responsibilities to ensure effective delivery of the venue and production services are crucial to the successful delivery of the Summit.

### 2. Objective

- 2) The objective of this document is to ensure a clear split of roles for all the core organisations in delivery of the venue and production services.
- 3) Roles in delivery and output specification will be made clear as well as reporting lines, responsibilities in contract management, payment schedule/milestone agreement and management and oversight requirements.
- 4) All core organisations will be required to work together as one entity for delivery whilst recognising the distinct and individual requirements for each organisation on delivery and management of each of the key output indicators.
- 5) The overall impact of the Summit is expected to be more productive and diversified African economies, with sustained higher-value of UK-Africa Investment. Therefore, it is vital the Summit runs smoothly and efficiently.

### 3. Governance

- 6) The governance of the team will follow a linear structure.
- 7) The contract agreement exists between the UK Government, facilitated through DFID and UK-AIS Team and the main supplier, Calder's.
- 8) The main supplier is responsible for overall delivery of the contract ToR's and management of the sub-contractor, as well as all programme management workplans, invoicing and risk management.
- 9) The main supplier will facilitate all invoices to the UK-AIS Team and payment to the sub-contractor.
- 10) The sub-contractor is under the management and oversight of the main supplier. All workplans and provision of services required will be agreed and signed off by the main supplier. All payments will be facilitated through the main supplier.
- 11) The Governance arrangement is as below:





#### **4. Roles and Responsibilities**

12) The roles and responsibilities will exist as outlined in the governance structure above. All organisations will be required to work together and communicate on their respective areas of ownership to ensure effective delivery. More detail about the responsibility of each organisation is outlined as below.

##### ***The role of the UK-Africa Investment Summit Team***

13) The UK-Africa Investment Summit (UK-AIS) Team is the custodian of the contract that exists between the UK Government and the main supplier, Calder's. This contract has its legal basis under Crown Commercial Service Framework RM6016 and is facilitated through a single source call down arrangement.

14) The role of the UK-AIS Team is as follows:

- To agree the scope of work with the main supplier
- To agree and sign off any quotes or service provisions to ensure the delivery of the venue and production package.
- To facilitate wider stakeholder engagement such as ensuring the main supplier and sub-contractor are linked to relevant parties involved in delivering the event, for example (but not limited to), the Metropolitan police, where appropriate and applicable to ensure smooth planning for the venue on the day of the Summit.
- To ensure the supplier and sub-contractors are involved in appropriate delivery planning committee meetings.
- To manage and sign off workplans
- To facilitate payment via a Purchase Order (PO) to the main supplier
- To programme manage and ensure risk management throughout the life of the venue and production package.

##### ***The Role of Calder's (main supplier)***

15) Calder's is the main supplier to the venue and production package agreement and as such hold's management, planning and oversight responsibilities for all the work undertaken to fulfil the outputs as outlined in the ToR document. In order to fulfil the requirements being asked for, Calder's has also sub-contracted Live Group to assist in delivery. However, the contractual agreement remains exclusively between DFID and Calder's.

16) The role of Calder's is:

- To secure the venue agreement on conference suites required to ensure the delivery of the UK-AIS
- Negotiation of terms and conditions of venue services including contingency planning in the case of postponement or cancellation which ensures maximum VfM.
- Negotiating a competitive delegates package and fee.
- Ensuring catering including taking account of dietary requirements, including refreshment breaks and drinks receptions as required





- Securing accommodation needs at a competitive below 'rack-rate' value and ensuring a competitive 'delegate rate' to offer attendees ahead of the Summit.
- Acquiring and set up of necessary audio visual and internet services.
- Ensuring necessary internal security needs
- Managing, overseeing and ensuring quality of the work of the sub-contractor for all the production requirements
- Issuing invoices and billing for milestone outputs in line with agreed DFID best practice
- Due diligence and duty of care of sub-contractor
- Relationship Management and Conflict resolution between organisations as required

### ***The role of Live Group (sub-contractor)***

17) Live group is a sub-contractor of the main supplier and as such is subject to the oversight and management of the main supplier, Calder's. As the sub-contractor, Live Group must ensure that Calder's is aware of all quotes and work plans proposed to the UK-AIS team. All payments for services will be enabled through the main supplier, Calder's.

18) The role of Live Group is:

- To fulfil the production requirements in the venue and production package as outlined in the ToR's and working in consultation with the main supplier, Calder's
- To assess the needs of the venue site and recommend the necessary design, build and floor plans to enable the plans outlined for the Summit to be realised
- To attend delivery planning meetings to ensure adaptability to developing shape of the day plans for the Summit and discuss strategy
- To undertake technical site visits to ensure specifications for the Summit are appropriate
- To consider content development and creative needs of the Summit, and procure/commission services as required
- To put in place necessary provisions for live streaming and translation services as required.
- To provide a fit for purpose delegate portal in line with the requirements as outlined in output 3 of the ToR document.
- Ensuring effective handover, asset resolution and pre-event management.

## Section 4

### SPECIAL CONDITIONS

#### 1. Party Contracts

##### DFID

1.1 The Contract Officer is: k-) ° #u-)

Department for International Development

Telephone: 07469 121942

1.2 The Project Officer is: k-) ° #u-)

Department for International Development

Telephone: k-) ° #u-)

##### Supplier

1.3 The Contract Officer is: k-) ° #u-)

E-mail: k-) ° #u-) @calders.org.uk

Telephone: k-) ° #u-)

#### 2. Sub-Contractors

k-) ° #u-)