



Foreign, Commonwealth
& Development Office



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File Ref: PO 7590

Date: 24 March 2021

Contract Amendment No: 7

CONTRACT FOR: Sierra Leone Secondary Education Improvement Programme (SSEIP)

CONTRACT NUMBER: PO 7590

With reference to the contract dated 7 November 2016, (as most recently amended by the letter dated 29 October 2020) both Parties have in principle agreed to the following variations to the Contract:

Section 1 – Form of Contract

Clause 3. Commencement and Duration of Services

Delete: The Supplier shall start the Services on 7 November 2016 (the "Start Date") and shall complete them by 31 March 2021 (the "End Date") unless this Contract is terminated earlier in accordance with its terms and conditions.

Insert: The Supplier shall start the Services on 7 November 2016 (the "Start Date") and shall complete them by 31 March 2022 (the "End Date") unless this Contract is terminated earlier in accordance with its terms and conditions.

Clause 4. Financial Limit

Delete: Payments under this Contract shall not, in any circumstances, exceed £37,995,495 inclusive of any government tax, if applicable (the "Financial Limit").

Insert: Payments under this Contract shall not, in any circumstances, exceed £38,830,132 inclusive of any government tax, if applicable (the "Financial Limit").

Section 3 – Terms of Reference

Insert: Terms of Reference Annex as attached.

Section 4 – Special Conditions

Clause 3: Key Personnel

Insert: the attached changes to key personnel dated March 2021.



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Section 5 – Schedule of Prices

Delete: All proformas and cover sheet.

Insert: New proformas and cover sheet dated March 2021.

2. These amendments relate to:

- An extension to the contract of one year with additional cost.
- Additional Annex included within the terms of reference.
- Changes to key personnel.
- New budgets being included in the contract.

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 FCDO that you accept the variations set out herein.

4. The Contract, including any previous variation, 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 Foreign, Commonwealth
and Development Affairs

Name:

Position:

Signature:

Date:

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

Mott MacDonald T/A Cambridge Education

Name:

Signature:

Date:

Enc

LWL TOR Annex – Cambridge Education 12 month contract extension

Introduction and Context

1. Through the Sierra Leone Secondary Education Improvement Programme (SSEIP), the UK government committed £62.5 million over the period 2016-21 to support all children in Sierra Leone to have access to quality secondary school education, with a focus on improving performance in English and maths and reducing the barriers of entry to education for girls and children with disabilities.
2. Cambridge Education (a subsidiary of Mott Macdonald) were contracted to deliver one component of the project (Leh Wi Learn) from 2016 to 2021. The programme has performed well: it has scored an 'A' in each of its Annual Reviews. It is highly regarded by the Government of Sierra Leone, development and implementing partners alike.
3. Ministers approved a request for an extension to the SSEIP Business Case in September 2020. The purpose of the cost extension was to support the Government of Sierra Leone with its COVID-19 response and minimise disruption to delivery while the next phase of UK support to education in Sierra Leone is designed.
4. These ToRs outline the scope of work from April 1st 2021 to March 31st 2022 for a 12 month costed contract extension to the Cambridge Education contract.

The Requirement

5. The costed contract extension is for Cambridge Education to manage the implementation of 3 consolidated outputs of Leh Wi Learn these outputs are detailed below).
6. The ToRs cover the period April 1st 2021 – March 31st 2022. Payment milestones will be agreed with Cambridge Education for the period, with Q1 milestones defined in Paragraph 18 of this TOR.

Duration and Value

7. The contract extension will be for the duration of 12 months.
8. The value of the contract extension is up to £2.5 million.
9. The Supplier will work in recognition of the possibility for a need to scale down or up programme spend, time or activities based on budget availability over the 12 month extension period. A 3-month review point will be included from 1st April 2021 to confirm the programme's continued scope against agreed criteria,

to assess whether the criteria are still applicable in the context of the programme. This review point will be scheduled at the end of Q1 to assess whether sufficient budget is available to deliver the contract extension as designed. If there are insufficient funds, then FCDO-SL and Cambridge Education will negotiate a reduced scope and budget and/or time frame for the extension.

Purpose of extension

10.The objectives for the 12 month extension are:

- To ensure continuity and adaptation of education service delivery through an extended COVID-19 response / recovery / resilience period.
- To provide a period of transfer and transition for the Leh Wi Learn programme, with a focus on transferring key activities to relevant Government departments (predominantly, but not limited to, the MBSSE), delivery partners, and, where required, responsibly closing down activities that are unable to be transferred.
- To enable responsible graduation from the old programme including capturing and sharing of lessons learnt in a 'legacy pack'.

Scope

11.The extension will continue Leh Wi Learn's focus at **impact** level on improving the learning, retention and safety of girls in secondary school so that they complete 12 years of quality education, offering better life chances and delivering intergenerational benefits for mother and child.

12.The **outcome** of the extension is a system where secondary schools are safe learning environments - where girls are supported to overcome barriers in attendance and learning, and are safeguarded against the shocks resulting from COVID-19 and experiences of sexual and gender-based violence. This will be measured by the following outcomes:

- a. Number of girls in secondary school learning in a safe environment;
- b. Number of English and maths teachers supported to improve teaching (via training and provision of support materials);
- c. Robust mechanisms for preventing, reporting and dealing with gender-based violence (SGBV) and promoting inclusion of girls and the disabled.

13.The extension phase will see a shift in UK support away from direct provisioning of key inputs (such as lesson plans, study guides etc) to a focus on Technical Assistance and capacity building which supports handover of key activities to government and lesson learning before the project closes.

Outputs

14. The extension phase will consolidate the five outputs of the original contract into three outputs. Outputs 2, 3 and 4 of the original contract will be consolidated into a single output – Output 2 - for the extension period. Therefore the three outputs of the extension period will be:

- d. **Output 1:** Support for girls and children with disability to be in secondary school and safe;
- e. **Output 2:** Strengthened capacity of MBSSE, the Teacher Service Commission (TSC), districts and schools to teach, plan, deliver, monitor, and be fully accountable for Free Quality School Education;
- f. **Output 3:** Improved sector monitoring, learning and research to deliver better value for money.

15. Activities under each output are proposed as, but not limited to:

Table 1: Key Output activities

Output 1
<ul style="list-style-type: none"> • Equip Government partners with tools to collect monitoring data on the impact of Covid-19 on adolescent girls; support development of a strategy for safeguarding of girls during emergencies and a budgeted risk reduction framework. • Strengthen system for school-based reporting and referral of sexual and gender-based violence and support the transfer responsibility for coordination with other agencies and enforcement to MBSSE. • Complete establishment of school safety and safeguarding protocols and hand over to TSC/MBSSE for enforcement. • Strengthen social norms and behavioural change messaging, including gender/disability responsive pedagogy (GDRP). • Improve the system for capturing disability and learning data and support MBSSE to integrate into EMIS. • Provide assistive devices to students with disability and hand over responsibility for future screening and provision to Government partners.
Output 2
<ul style="list-style-type: none"> • Improve Government capacity to conduct or commission Covid-19 monitoring and research. • Establish a flexible programme of support to MBSSE's Covid-19 Education Emergency Taskforce. • Test and establish techniques for distance learning / remote coaching of teachers.

- Complete student remediation pilot to address gaps in foundational skills and learning loss in Maths; write up and disseminate pilot findings and encourage rollout of approach to more schools by MBSSE.
- Collaborate with MBSSE's Delivery Team and EdTech Hub to complete teacher and pupil attendance monitoring pilot and hand over management of Tangerine to MBSSE after rollout to principals.
- Support TSC to finalise national CPD framework incorporating lessons from the LWL project; transfer activities to TSC.
- Provide TA to MBSSE for SSS curriculum review and design, including clear implementation framework; facilitate discussion of downstream support to SSS curriculum implementation from FREE project.
- Complete capacity building programme for supervisors and principals on school / classroom data collection and use, oversee rollout of Tangerine to all principals and hand over day-to-day management of Tangerine to MBSSE.
- Strengthen district performance monitoring and management by handing over organisation of monthly DEO meetings, learning circles, school support action planning and joint monitoring to DEOs/DDs.

Output 3

- Strengthen the technical capacity of MBSSE ICT and EMIS staff (and TSC) in data capture and analysis.
- Improve the use of data and evidence in Government policy drafts and strategic communications.
- Package and provide access to LWL knowledge resources.
- Create and promote stories of change and changemakers experienced by the project.
- Finalise Learning Assessment graduation strategy and roadmap to guide handover of learning assessment roles to MBSSE's new learning assessment unit.

Deliverables and Reporting

- 16.** Cambridge Education will report against the reporting requirements as defined in the existing contract, which includes both quarterly and annual narrative and financial reporting formats that capture progress towards outputs and outcomes. This reporting will now be against 3 outputs, consolidated from the original 5 as noted in Paragraph 5.
- 17. Deliverables:** FCDO expects the following deliverables to be achieved during the 12 month extension period. Deliverables may be adapted at the 3 month review point, with final sign-off by FCDO's SRO for Leh Wi Learn.

Table 2: Key Deliverables by output

LWL Quarter	Output 1	Output 2	Output 3
Q17 (Apr-Jun 21)	<p>Tracking system for students with disabilities designed for incorporation into EMIS and submitted to MBSSE and a joint review meeting held.</p> <p>Means of Verification: Tracking system is developed and shared with FCDO SRO. Minutes / records of joint review meeting.</p>	<p>Relevant equipment handed over from SSOs to MBSSE district personnel (where approved by FCDO in asset disposal plan).</p> <p>Means of Verification: FCDO-approved asset disposal plan. Review in QR17 (quarterly report to FCDO).</p>	<p>Knowledge management action plan/learning products matrix developed to guide the organisation of legacy materials.</p> <p>Means of Verification: Plan/matrix approved by FCDO SRO.</p>
Q18 (Jul-Sep 21)	<p>MBSSE and associated agencies supported to design an SRGBV response system for secondary schools with Standard Operating Procedures relating to law enforcement, health provision and case management.</p> <p>Means of Verification: Report of TA support process and outcomes to MBSSE Steering Committee including recommendations made by LWL. Review in QR18.</p>	<p>Pilot undertaken to test tools and approaches to remote supervision and coaching as a strategy for continuing school support during travel restrictions.</p> <p>Means of Verification: Summary Report of the findings of the pilot (including details of participants) approved by FCDO SRO and presented to MBSSE.</p>	<p>Transfer of SGLA planning and design to MBSSE as part of the setup of its Learning Assessment Unit.</p> <p>Means of Verification: Capacity development plan agreed with MBSSE. Records of joint LWL-MBSSE capacity building workshops. Summary report approved by FCDO SRO and presented to MBSSE.</p>
Q19 (Oct-Dec 21)	<p>Monitoring and reporting tool for tracking Covid-19 related absences of girls and CWDs from school built into Tangerine and adoption by MBSSE inspectors underway.</p> <p>Means of Verification: Tool is visible and useable. Tangerine data dashboard(s) show relevant data growing.</p>	<p>New SSS curriculum framework, associated syllabi and implementation pathway co-developed with MBSSE.</p> <p>Means of Verification: Completed framework, syllabi and implementation plan presented to MBSSE. Review in QR19.</p>	<p>Learning from Leh Wi Lan collated and handed over to MBSSE and FCDO.</p> <p>Means of Verification: Content/location directory approved by FCDO SRO (to include protocol for any confidential material). Non-confidential resources made publicly available online.</p>

LWL Quarter	Output 1	Output 2	Output 3
Q20 (Jan-Mar 22)	<p>MBSSE supported to design a process and plan for periodic screening and provision of assistive devices to children with disability.</p> <p>Means of Verification: Report of TA support to MBSSE and recommendations made by LWL to MBSSE. Review in QR20.</p>	<p>Annual report on teacher attendance monitoring / lesson observations submitted to MBSSE and FCDO.</p> <p>Means of Verification: Annual Teacher Attendance Report approved by FCDO SRO.</p>	<p>Tangerine tools and management process (software, data collection, analysis, reporting and use) transferred to MBSSE (ICT/EMIS unit).</p> <p>Means of Verification: Records of joint meeting(s)/workshop(s) to effect the transfer.</p>