



Foreign & Commonwealth Office

Section 1 – Form of Contract

| | |
|---------------------------------|---|
| Framework Agreement for: | CONFLICT, STABILITY & SECURITY FUND (CSSF) FRAMEWORK 2018 |
| Reference Number: | CPG/2350/2018 |
| Call-Off Title: | Standardisation of the African Union Integrated Mission Planning Process |
| Call-Off Reference: | 701120374 |

This Call-Off Contract is made between the Secretary of State for Defence represented by the Ministry of Defence, acting as part of the Crown ("the Authority"),

And

Axiom International Limited

("the Parties")

SIGNED on behalf of the Parties:

For the Supplier:

For the Authority:

By:

Full Name: Elisabeth Harding

Full Name:

Position held on behalf of Supplier:

Position held on behalf of Authority:

Head Office Commercial - BP 4-1b

Date:

Date: 7 Sep 2021

| | |
|--|---|
| Framework Agreement with: | Axiom International Limited |
| Company Number: | 07171834 |
| Sub Contractors/Consortia: | Alceon Limited - 09875988 43 Trafalgar Avenue, London, SE15 6NP |
| Framework Agreement for: | CONFLICT STABILITY & SECURITY FUND 2018 |
| Framework Agreement Number: | CPG/2350/2018 |
| Call-off Contract For: | Standardisation of the African Union Integrated Mission Planning Process |
| Contract Number: | 701120374 |
| Call-off Contract PSAB Reference Number: | 701120374 |

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Section 2 – Call-Off Terms & Conditions and Special Terms

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1. The above mentioned Framework Agreement.

1.1. Capitalised terms used in this Call-Off Contract shall (save where specified otherwise) have the meaning set out in the Framework Agreement.

2. Your proposal of 13 Aug 2021.

2.1. The Authority requires (“the Supplier”) to provide the Services as stated in the *Statement of Requirement* at Annex 1 and, under the Terms and Conditions of the Framework Agreement, which shall apply to this Call-off Contract as if expressly incorporated herein.

3. Commencement and Duration of the Services

3.1. The Supplier shall start the Services no later than September 2021 (“the Start Date”) and Services shall be completed by 31 Mar 2023 (“the End Date”) unless the Call-off Contract is terminated or extended in accordance with the terms and conditions of the Framework Agreement and by contract variation.

3.2. The Authority reserves the right, without prejudice to its termination rights under the Framework Agreement, to terminate this Call-Off Contract (where it is a multi-year contract) at the end of each United Kingdom (UK) financial year, if the Supplier’s performance is not deemed satisfactory or the fund available to the CSSF programme is no longer sufficient to continue financing the programme.

4. Recipient

4.1. Authority requires the Supplier to provide the Services to the **African Union** (“the Recipient”).

5. Financial Limit

5.1. Payments under this Call-off Contract shall not exceed £ 644,000 (“the Financial Limit”) and is exclusive of any government tax, if applicable as detailed in the Framework Agreement and the [Statement of Requirements \(Annex 1\)](#) and [Schedule of Prices and Rates \(Annex 2\)](#).

5.2. To support invoicing the Supplier shall provide monthly financial statements, covering activities delivered together with the Contract reference number.

5.3. Payment of invoices will be made monthly in arrears on receipt of an itemised invoice.

6. Milestone Payments and Charges

6.1. Any Supplier Personnel employee fees payable are deemed to cover the cost of salary, overseas inducements, leave allowances, bonuses, profit, taxes, insurances, superannuation, non-working days and all other costs including, but not limited to, clothing, passports, visas and vaccinations, overheads and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Call-off Contract.

6.2. Where applicable Milestone Payments, will be made on satisfactory performance of the Services, at the payment points defined as per Schedule of Prices and Rates. At each payment point set criteria will be jointly agreed as part of the payments. Payment will be made if the criteria are met to the satisfaction of the Authority when the relevant Milestone is achieved in its final form by the Supplier or following completion of the Services, as the case may be, indicating both the amount or amounts due at the time and cumulatively.

Payments are subject to the satisfaction of the Project Officer in relation to the performance by the Supplier of its obligations under the Call-off Contract and to verification by the Project Officer that all prior payments made to the Supplier under this Call-off Contract were properly due.

7. Fixed Price

7.1. Where the Parties have agreed in the [Schedule of Prices and Rates](#), that the Services will be provided on a fixed price basis, then the fixed price shall be paid according to the Schedule of Prices and Rates, which may relate to the achievement of specific Milestones as defined, dates or acceptance and shall be inclusive of all Supplier costs.

8. Time and Material

8.1. Where the Parties have agreed in the [Schedule of Prices and Rates Annex 2](#) that the Services will be provided on a time and materials basis, then:

- a) the Services shall be provided in accordance with the rate card set out in the Schedule of Prices and Rates;
- b) the Parties shall agree a maximum price, which shall include but not be limited to a resource profile, a fixed date to start and to complete and a set of deliverables, further details of which shall be agreed by the Parties in the Schedule of Prices and Rates;
- c) the Supplier shall attach to each invoice, records of the time spent and materials used in providing the Services, together with all supporting documentation including but not limited to all relevant timesheets, receipts (if applicable), a list of Services to which the invoice relates and a reference to the Contract and Schedule of Prices and Rates, as well as any other information as reasonably requested by the Authority from time to time;
- d) the Supplier must notify the Authority immediately if it becomes apparent that the cost to complete the Services will be in excess of the maximum price, and shall only proceed with and be paid for Services in excess of the maximum price with the prior written consent of the Authority.

9. Officials

9.1. The Authority Project/Contract Officer is as follows:

| Title: | Name: | Contact Number: | Email Address: |
|---------------|----------------|------------------------|--|
| Lt Col | Ashley Wiseman | | Ashley.Wiseman176@mod.gov.uk |
| Mrs | Liz Harding | 0300 158 4582 | Elizabeth.Harding@mod.gov.uk |

10. Key Personnel

10.1. The following Supplier Personnel are the key Personnel of the purposes of this Call-Off Contract:

| Title: | Name: | Contact Number: | Email Address: |
|-----------------------|---------------|--|--|
| Project Director | Arran McMahon | +44(0) 208 103 7686 m: +44 7969 130 003 | arran.mcmahon@axiom-international-ltd.com |
| Project Administrator | Jennifer Legg | m:+44 (0) 7482 150523 | jennifer.legg@axiom-international-ltd.com |

| | | | |
|--------------------------------|-------------|---|--|
| Contracts Manager | Paul Barrow | t: +44(0) 1235 537 006 m :+44 (0)7876 503 412 | paul.barrow@axiom-international-ltd.com |
| Team Leader & Chief Instructor | Eric Tyson | t: +44 (0)1751430 516 m: +44 (0) 7481 545 690 | eric.tyson@alceon.org |
| Chief Operating Officer | John Kelly | t: +44 (0) 208 103 7686 m: 07770 | john.kelly@axiom-international-ltd.com |

11. Monitoring and Contract Performance Reports

11.1. For the purpose of monitoring of performance, the Supplier shall submit project reports in accordance with the agreements and timescales contained in the [Statement of Requirement at Annex 1](#).

11.2. These provisions will include without limitation:

- i. random inspections;
- ii. regular meetings;
- iii. the regular delivery of written management reports;
- iv. monthly report on Key Performance Indicators.

11.3. All such agreements will be carried out by the Supplier in a timely manner, as reasonably required by the Authority, and in line with Good Industry Practice.

12. Duty of Care

12.1. Unless otherwise agreed, all Supplier Personnel (as defined in Section 2 of the Framework Agreement) engaged in connection with the performance of this Call-off Contract will come under the duty of care of the Supplier. The Supplier will be responsible for all security arrangements and Her Majesty's Government accepts no responsibility for the health, safety and security of individuals or property.

12.2. Unless otherwise agreed, the Supplier will be responsible for taking out insurance in respect of death or personal injury, damage to or loss of property, and will indemnify and keep indemnified the Authority in respect of any claim, howsoever arising, by the Supplier Personnel or any person employed or otherwise engaged by the Supplier, in connection with their performance under this Call-off Contract.

12.3. The Supplier will ensure that such insurance arrangements as are made in respect of the Supplier Personnel, or any person employed or otherwise engaged by the Supplier are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.

12.4. The costs of any insurance specifically taken out by the Supplier to support the performance of this Call-off Contract in relation to duty of care may be included as part of the management costs of the project, and must be separately identified in all financial reporting relating to the project.

12.5. Where the Authority is providing any specific security arrangements for Suppliers in relation to the Call-off Contract, these will be detailed in the [Statement of Requirements at Annex 1](#) and the [Security Risk Disclaimer Annex 3](#).

13. Third Party Rights for Sub-Contractors

13.1. The Supplier shall ensure that all Sub-Contracts contain provisions”) to the effect of “in respect of security and secrecy, intellectual property and audit rights corresponding to those placed on the Supplier under this Contract (subject to such variations as the Authority may reasonably specify), which the Authority shall have the ability to directly enforce under the Contracts (Rights of Third Parties) Act 1999.

14. Call-off Contract Signature

14.1. If the original Form of Call-off Contract is not returned to the Contract/Project Officer (as identified at paragraph 9 above) duly completed, signed and dated on behalf of the Supplier within 10 working days of the date of signature on behalf of the Authority, the Authority will be entitled, at its sole discretion, to declare this Call-off Contract void.

15. Destruction and deletion of Authority Data and Confidential Information

15.1. Pursuant to:

- Clause 16.1.3 of the Framework Agreement requiring the Supplier to provide an inventory of Authority Data in its possession or control; and
- Clause 29 (Confidentiality);

The Supplier shall, at the written direction of the Authority, delete, destroy or return, as appropriate, all Authority Data and Confidential Information (and any copies of it) on termination of the Call-Off Contract.

16. Special Terms & Conditions

16.1. The following Defence Conditions (DEFCONs) apply:

| DEFCON | EDN | DESCRIPTION |
|------------|--------------|---|
| DEFCON 5J | Edn 18/11/16 | Unique Identifiers |
| DEFCON 520 | Edn 05/18 | Corrupt Gifts and Payments of Commission |
| DEFCON 522 | Edn 11/17 | Payment and Recovery of Sums Due |
| DEFCON 538 | Edn 06/02 | Severability |
| DEFCON 539 | Edn 08/13 | Transparency |
| DEFCON 550 | Edn 02/14 | Child labour and Employment Law |
| DEFCON 658 | Edn 10/17 | Cyber Cyber Risk Level –Very Low |
| DEFCON 703 | Edn 06/21 | Intellectual Property Rights – Vesting in the Authority |

16.2. The following Defence Forms (DEFORMS) apply:

| DEFFORM | EDN | DESCRIPTION |
|---------|-----------|--|
| 111 | 05/19 | Addresses and Other Information |
| 539A | Edn 08/13 | Tenderer's Commercially Sensitive Information Form |

Annex 1 – Statement of Requirements

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STANDARDISATION OF THE AFRICAN UNION INTEGRATED MISSION PLANNING PROCESS

PROJECT BACKGROUND

1. The British Peace Support Team (Africa) (BPST(A)) manages HMG support to building the capacity of African partner nations, in particular to improve their capability and capacity to undertake Peace Support Operations (PSO).
2. Since the AU's establishment, its doctrine has evolved to meet desired needs at the time; this has been piecemeal resulting in a lack of consistency and uniformity, with different regional blocs and member states using their own bespoke methods to conduct Integrated Mission Planning (IMP). The aim of this project is to consolidate and cohere existing products, develop a standardised IMP course having identified areas of best practice, and disseminate it across the AU for consistency going forwards. Standardisation and improved interoperability will result in more effective African PSO. The project includes training African instructors, thereby negating the need for contractor delivered courses in the future.

PROJECT OUTLINE

3. The African Union's Peace Support Operations Directorate (PSOD) has requested assistance in delivering an ambitious project to standardise the IMP process across its regions and missions. Having studied this request and conducted an initial estimate, it is anticipated that the project will consist of a series of distinct phases:
 - a. **Phase 1a: Preparation and pilot IMP course development.** Preparatory work to establish a 'Campaign Plan' for whole project, conduct Training Needs and Audience analysis, Pilot course design. Phase 1A is planned to start in Sep 21.
 - b. **Phase 1b: Pilot course delivery, review and transition to Phase 2.** Run the full course as developed, conduct validation and Monitoring & Evaluation (M&E). Refine course material and confirm Phase 2 audiences prior to transition. Phase 1b is expected to take place in Q3 and Q4 FY21/22.
 - c. **Phase 2: Continental delivery.** A series of 4 x IMP courses to Regions and AU missions to validate the process and training mechanisms, immediately increasing capacity and capability across the AU. Refinement to improve the product will be a constant. Delivery of 1 x IMP course is expected to take place in Q4 FY21/22 with the remaining 3 x courses in Q1 and Q2 of FY22/23 followed by the Phase 2 review (these courses fall under Option 1 if taken).
 - d. **Phase 3a, b and c: Train the Trainer, Mentoring, Transition to AU oversight.** Once a finalised product has been reached, conduct a series of Train the Trainer courses, followed by mentored, AU-delivered courses to ensure AU self-sufficiency. This will be followed by formal transition to AU oversight. Phase 3 is expected to be undertaken and completed in FY 22/23 (these phases fall under Option 1 if taken).
4. This is a multi-year project, with completion expected to take place over the course of 2 x FYs.

PROJECT ENDSTATE

5. An endorsed IMP doctrine, supported by standardised training products and a pool of qualified Regional instructors, that is understood and used throughout the AU and across the continent. The final product will be owned by BPST(A), but will be embedded and sustained by the AU. The project and its endstate align with Outcome 2¹ and Output 4² of the Africa Peace & Security (AP&S) Results Framework.

REQUIREMENT SUMMARY

6. Commercial support is required to deliver all three phases of the project. In close co-ordination with the AU and BPST(A) Project Officer, the Supplier would be required to deliver the following:

- a. **Phase 1a - Initial preparatory work.** Preparation for Initial Project Working Group (WG) and Pilot IMP Course Design WG including: drafting WG Terms of Reference, collation of existing doctrine, initial 'Campaign Plan' consideration. It is envisaged preparatory work may require an initial visit to AU PSOD.
- b. **Phase 1a - Initial Project WG.** Outputs to include: Design overall project 'Campaign Plan' and detailed plan for Phase 1 delivery, identification of IMP best practice and knowledge gaps, Training Audience analysis, identification of training resource requirement, preparation for Pilot IMP Course Design WG.
- c. **Phase 1a - Pilot IMP Course Design WG.** Outputs to include: Training Needs Analysis, confirmation of learning outcomes, outline design of course programme and modules, confirmation of delivery methods, confirmation of training resource requirements, establish M&E framework.
- d. **Phase 1a - Pilot IMP Course Development.** Detailed design course of programme and modules, complete individual lesson design (including supporting documentation and presentations), scenario development, write course PLANEX, production of all mapping, booklets and associated handouts (potentially based on existing material), detailed design of M&E framework.
- e. **Phase 1b - Pilot IMP Course delivery and review.** Run full course as designed at 6d, validate lesson plans, syndicate work and PLANEX under course conditions, conduct immediate validation and M&E, conduct course review in situ with Pilot student cohort, establish workplan for final refinement.
- f. **Phase 1b - Phase 1 review and transition to Phase 2.** Fine refinement of course material in preparation for Phase 2, produce Phase 1 report, revalidate project 'Campaign Plan', confirm Phase 2 delivery timetable, including audiences and locations.
- g. **Phase 2 - Continental delivery.** 4 x IMP courses across the continent to enable rapid growth in planning capacity across the AU. Persistent re-validation and improvement of course content.
- h. **Phase 3a – Train the Trainer (T3)** 2 x IMP T3 courses delivered at continental Training Centres of Excellence (TCE) to building instructional capacity across the AU.
- i. **Phase 3b – Mentored Regional Courses.** 2 x mentored IMP courses, delivered to RECs / Missions by AU instructors trained in Phase 3a, forming a vital step in transition to AU ownership.

¹ Improved capability of the African Union, Regional Security Mechanisms and member states to prevent, prepare, respond to, and manage conflicts. (A war/contingency).

² Improved capability of Regional Security Mechanisms and AU/UN missions.

- j. **Phase 3c – Transition to AU ownership.** Final validation of course content, T3 procedures, and support to AU to develop continuity plan. Formal transition of ownership to AU and handover of intellectual property to BPST(A).

SCOPE OF SERVICES

7. Once the contract has been awarded, the Supplier will deliver Phase 1 of the project by the end of Feb 22. Significant changes to project delivery should be agreed between the Supplier and BPST(A). Delivery of the project should proceed as follows:

- a. **On confirmation of contract attribution.** Engagement with BPST(A) Project Officer to confirm timeline for delivery and agree a detailed work plan. This will be via email correspondence and Zoom / WhatsApp. No funding is included for such meetings.
- b. **On confirmation of contract attribution, plus 2 weeks.** Initial preparatory work complete, setting conditions for WGs and Pilot course. To be conducted at home locations / remotely in the main, however a short, initial visit to AU PSOD may be required.
- c. **On confirmation of contract attribution, plus 4 weeks.** Initial Project WG complete. Undertaken at AU, Addis Ababa, Nairobi, Kenya or remotely depending on COVID-19 conditions, attended by Supplier, AU PSOD, Region and mission representatives, BPST(A) Project Officer.
- d. **On confirmation of contract attribution, plus 7 weeks.** Pilot IMP Course WG complete. COVID-19 permitting, undertaken at AU, Addis Ababa, attended by Supplier, AU PSOD, BPST(A) Project Officer, plus limited Regional / mission representation if required.
- e. **By end of Oct 21.** Pilot IMP Course development complete. To be conducted at home location / remotely.
- f. **By Feb 22.** Pilot IMP Course delivery and review. Undertaken in an AU Region / Mission or Training Centre of Excellence, as determined in earlier WG. Delivered by Supplier, attended by Pilot cohort, supported by BPST(A) Project Officer. The review will be undertaken immediately on completion of course delivery.
- g. **By Feb 22.** Phase 1 review complete, project transitions to Phase 2 (Continental Delivery). To be conducted at home location / remotely.
- h. **By end of Jul 22.** Phase 2 courses delivered and Phase 2 review complete. Project transitions to Phase 3 (Train the Trainer, Mentoring, Transition to AU oversight).
- i. **By 31 Mar 23.** Phase 3 T3 and mentored courses complete. Final project review, transition to AU ownership and HO of intellectual property to BPST(A) complete.

REQUIREMENT IN DETAIL

8. The recommended detailed outputs for Phase 1 constituent activity are as follows:

- a. Initial Preparatory Work:

| | |
|--------------------------|--|
| Anticipated participants | 3 x Contracted staff |
| Expected location | Home location / remote working / AU, Addis if required |
| Expected timing | Q2 FY 21/22 |
| Anticipated duration | 6 Days (18 Working days in total) |
| Outputs | To include: - Pre-meetings, as required - Collation of existing doctrine |

| | |
|----------|--|
| | <ul style="list-style-type: none"> - Development of WG ToRs - WG agendas and programmes drafted - WG reading packs compiled and distributed - WG attendee list agreed and invitations sent |
| Endstate | WGs enabled, participants identified and prepared. |

b. Initial Project WG

| | |
|--------------------------|--|
| Anticipated participants | 3 x Contracted staff, AU PSOD reps, Regional / Mission Reps, BPST(A) Project Officer |
| Expected location | AU, Addis Ababa, Nairobi, Kenya or remotely depending on COVID-19 constraints |
| Expected timing | Q2 FY 21/22 |
| Anticipated duration | 5 working days (15 working days in total) |
| Outputs | To include: <ul style="list-style-type: none"> - Design 'campaign plan' for entire project - Detailed design of Phase 1 delivery - Identify existing training material and gap analysis - Conduct training audience analysis - Identify training resource requirement - Final prep for Pilot Course Design WG - Facilitate WG - Compile and distribute WG report |
| Endstate | Project 'Campaign Plan' drafted, Phase 1 plan complete, IMP Cse Design WG prepared. |

c. Pilot IMP Course Design WG

| | |
|--------------------------|--|
| Anticipated participants | 3 x Contracted staff, AU PSOD reps, BPST(A) Project Officer, limited Regional / Mission reps if required |
| Expected location | AU, Addis Ababa, Nairobi, Kenya or remotely depending on COVID-19 constraints |
| Expected timing | Q3/Q4 FY 21/22 |
| Anticipated duration | 5 Working days (15 working days in total) |
| Outputs | To include: <ul style="list-style-type: none"> - Conduct Training Needs Analysis - Confirm learning outcomes - Design overall course programme - Design course modules - Confirm delivery method - Confirm training resource requirement - Establish M&E framework - Facilitate WG - Compile and distribute WG report |
| Endstate | Pilot IMP course framework established, ready for detailed development. |

d. Pilot IMP Course development

| | |
|--------------------------|--|
| Anticipated participants | 3 x contracted staff, BPST(A) Project Officer (as required) |
| Expected location | Home location / remote working |
| Expected timing | Q3 FY 21/22 |
| Anticipated duration | 15 days (45 Working days in total) |
| Outputs | To include: <ul style="list-style-type: none"> - Complete design of course programme and modules - Complete individual lesson design, including supporting presentations, and instructor notes |

| | |
|----------|--|
| | <ul style="list-style-type: none"> - Development of a new CARANA scenario, and other training scenario(s) as required - Write course PLANEX - Produce all mapping, booklets and associated handouts (potentially based on existing material) - Produce all supporting electronic media - Design M&E framework - If required, assist AU with development of course Joining Instructions and invitations |
| Endstate | Pilot IMP Course developed, ready for delivery. |

e. Pilot IMP Course delivery and review

| | |
|--------------------------|--|
| Anticipated participants | 3 x contracted staff, BPST(A) Project Officer, Regional expertise as required, 24 x AU students |
| Expected location | TBC. One of the AU's regions, to be confirmed during Initial Project WG |
| Expected timing | Q3/Q4 FY 21/22 |
| Anticipated duration | 14 Days (2 x in-country prep, 10 x cse delivery, 2 x immediate cse review) (42 Working days in total) |
| Outputs | Pilot Course delivery, incl: <ul style="list-style-type: none"> - Run full course, as previously designed - Test lesson plans, presentations, syndicate work, PLANEX under course conditions - Conduct immediate validation and M&E - Conduct course review in situ, with pilot student cohort - Establish work plan for course refinement prior to transition to Phase 2 |
| Endstate | Pilot course delivered, reviewed and improved. 24 x AU personnel qualified in IMP. |

f. Phase 1 review and transition to Phase 2.

| | |
|--------------------------|--|
| Anticipated participants | 3 x contracted staff, BPST(A) Project Officer (as required) |
| Expected location | Home location / remote working |
| Expected timing | Q4 FY 21/22 |
| Anticipated duration | 5 days (15 Working days in total) |
| Outputs | Culmination of Phase 1, incl: <ul style="list-style-type: none"> - Fine refinement of course material in preparation for Phase 2 - Production of Phase 1 report - Re-validate project 'campaign plan' - Confirm Phase 2 audiences and delivery timetable |
| Endstate | Refinement of course complete, project progress formally reported to BPST(A), detailed delivery plan for Phase 2 complete. |

9. The recommended detailed outputs for Phase 2 activity are as follows:

a. FY21/22 Phase 2 Continental delivery, 1 x IMP Course

| | |
|--------------------------|--|
| Anticipated participants | 5 x contracted staff, BPST(A) Project Officer as required, Regional expertise as required, students from RECs / Missions as directed by AU |
| Expected location | RECs / Missions as confirmed during Phase 1 |
| Expected timing | Q4 FY21/22 |

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|----------------------|--|
| Anticipated duration | 1 course x 15 days (2 x home location prep, 2 x in-country prep, 10 x cse delivery, 1 x course review) (75 Working days in total) |
| Outputs | 120-150 x students qualified in IMP process. Continued development of course. Potential Regional Instructors identified. |
| Endstate | Rapid growth in understanding and implementation of IMP process across the AU. Pool of potential Regional instructors identified for Ph3a. |
| | |

FY22/23 Phase 2 Continental delivery, 3 x IMP Courses

| | |
|--------------------------|--|
| Anticipated participants | 5 x contracted staff, BPST(A) Project Officer as required, Regional expertise as required, students from RECs / Missions as directed by AU |
| Expected location | RECs / Missions as confirmed during Phase 1 |
| Expected timing | Q1/Q2 FY22/23 |
| Anticipated duration | 3 x courses x 15 days (2 x home location prep, 2 x in-country prep, 10 x cse delivery, 1 x course review) (225 Working days in total) |
| Outputs | 120-150 x students qualified in IMP process. Continued development of course. Potential Regional Instructors identified. |
| Endstate | Rapid growth in understanding and implementation of IMP process across the AU. Pool of potential Regional instructors identified for Ph3a. |

b. Phase 2 Review and transition to Phase 3

| | |
|--------------------------|--|
| Anticipated participants | 3 x contracted staff, BPST(A) Project Officer (as required) |
| Expected location | Home location / remote working |
| Expected timing | Q2 FY22/23 |
| Anticipated duration | 5 days (15 Working days in total) |
| Outputs | Culmination of Phase 2, incl: - Fine refinement of course material in preparation for Phase 3. - Production of Phase 2 report - Re-validate project 'campaign plan' - Confirm Phase 3 audiences and delivery timetable |
| Endstate | Refinement of course complete, project progress formally reported to BPST(A), detailed delivery plan for Phase 3 complete. |

10. The recommended detailed outputs for Phase 3 constituent activity are as follows:

a. Phase 3a - Train the Trainer, 2 x T3 Courses

| | |
|--------------------------|---|
| Anticipated participants | 3 x contracted staff, BPST(A) Project Officer as required, Regional expertise as required, students from RECs / Missions as identified during Phase 2 |
| Expected location | RECs / Missions as confirmed during Phase 1 |
| Expected timing | Q2 & Q3 FY22/23 |

| | |
|----------------------|--|
| Anticipated duration | 2 x 15 days (2 x home location prep, 2 x in-country prep, 10 x cse delivery, 1 x course review) (90 Working days in total) |
| Outputs | 72 x Regional instructors qualified to deliver future IMP courses. |
| Endstate | A pool of recently qualified Regional instructors, prepared to deliver Phase 3b courses, which contracted staff acting as mentors. |

b. Phase 3b - Mentored courses x 2

| | |
|--------------------------|---|
| Anticipated participants | 2 x contracted staff, BPST(A) Project Officer (as required), 4-5 x Regional instructors qualified during Phase 3a, students as directed by AU. |
| Expected location | RECs / Missions as confirmed during Phase 1 |
| Expected timing | Q3 & Q4 FY22/23 |
| Anticipated duration | 2 x 15 days (2 x home location prep, 2 x in-country prep, 10 x cse delivery, 1 x course review) (60 Working days in total) |
| Outputs | Regional instructors trained at Ph 3a gain experience and validated. 120 x further students trained in use of IMP. Additional potential Regional instructors identified. |
| Endstate | Validated and experienced pool of Regional instructors, increased pool of IMP-qualified staff, additional potential Regional instructors identified. Conditions for transition to AU ownership set. |

c. Phase 3c – Transition to AU ownership

| | |
|--------------------------|---|
| Anticipated participants | 2 x contracted staff, BPST(A) Project Officer, AU staff as required |
| Expected location | AU, Addis Ababa |
| Expected timing | Q4 FY22/23 |
| Anticipated duration | 3 days (6 working days in total) |
| Outputs | Culmination of Phase 3, incl: - Final refinement of course material in preparation for transition to AU ownership. - Production of Phase 3 report. - Production of final Project report. - Intellectual Property 'packaged' |
| Endstate | AU PSOD ownership of IMP complete. AU delivery of IMP training self-sustaining, with no further requirement for contractor-delivered courses. Intellectual Property of IMP transferred to BPST(A), vested in AU PSOD. |

GENERAL

11. **Human Resources.** The following Human Resource considerations apply:

- a. **Project Officer.** BPST(A) shall provide, or facilitate provision of, an individual with appropriate experience as the Project Officer for the training activity, responsible for overall coordination and monitoring the performance of the Supplier. The Project Officer will be responsible for coordinating introductory engagement between AU PSOD and the Supplier and will lead on such engagement as required. The Project Officer will provide feedback to both the Supplier and the demander for Quality Assurance purposes. The Supplier assigned to the training activity shall report directly to the Project Officer assigned the lead for the activity.

b. **The Supplier.** The Supplier shall provide, or facilitate the provision of, cross-component staff and instructors with appropriate experience. The Supplier will be expected to provide CVs highlighting experience in workshop and training facilitation, training design and delivery, and practical experience on integrated AU PSO. The Supplier should be able to demonstrate:

- (1) Practical experience and deep understanding of AU PSO in support of AU PSOD, and the African Standby Force.
- (2) Practical experience in teaching and implementing the IMP process, its outputs and products, including on operations.
- (3) A strong working knowledge of the AU's CARANA scenario and the ability to develop and produce additional scenarios and detailed Africa-focussed training products as required.
- (4) Strong understanding of cross-component nature and inter-relations of AU PSO.
- (5) Broad training design and training delivery expertise.

c. **Instructors / Facilitators.** Anticipated numbers of contracted staff are outlined at Para 8, although these will be subject to final confirmation during Phase 1 WG. As a minimum, the Supplier should be able to demonstrate the following experience / expertise:

- (1) **Course Facilitators / Instructors.** Broad Africa experience, including strong understanding of AU PSO and AU methodology, coupled with training delivery expertise.
- (2) **IMP SME.** Strong understanding of AU PSO doctrine and methodology, knowledge of a range of operational planning processes, and practical experience in the application of the IMP process on deployed AU PSO.
- (3) **Training Design SME.** Broad experience in training design, and the ability to develop a robust course design which will ultimately be owned by AU PSOD.

12. **Outputs and Deliverables.** The Supplier, under the direction of the assigned Project Officer, will be required to produce the following outputs and deliverables:

- a. Design a 'Campaign Plan' for the entirety of the project, to be reviewed and refinement at the culmination of Phases 1 and 2.
- b. Conduct Training Needs analysis to identify the course Outcomes and Training Objectives.
- c. Conduct an Audience analysis to identify potential student cohorts and likely training locations.
- d. Produce all training materials and presentations, supporting student hand out materials, and electronic media.
- e. Conduct an evaluation of the activity, including meeting M&E requirements, as defined by BPST(A).
- f. Instruct, mentor and evaluate students at all times, including during scenario-based activities.
- g. Respond to emergent requirements or issues during the course, which may necessitate hasty amendments to timetables, production of new/modified training aids or evening/weekend work.

- h. Produce progress reports to BPST(A) in accordance with Para 16.
- i. Participate in physical meetings and remote calls as required once on contract until project completion.
13. **Services.** The following additional services shall be provided by the Supplier:
- a. **Scenario development.** The Supplier shall be prepared to develop a minimum of two training scenarios:
- (1) **Teaching scenario.** A basic fictional scenario to aid instruction of the IMP process. The scenario should contain sufficient depth to ensure that it can be used to teach the constituent IMP steps, including all estimate outputs and products.
- (2) **PLANEX scenario.** The AU-endorsed CARANA scenario, based around a Scenario 4/5 AU deployment. The Supplier will develop, as required, a derivative special idea that students are not familiar with, and associated maps and graphics, sufficient to provide the framework for syndicate work and a complex planning exercise with an appropriate level of granularity to consolidate students' understanding and facilitate learning outcomes. Scenarios are to be developed to support a deliberate planning process, suited to an integrated Mission HQ, which will allow themes of contemporary AU PSO³ relevance to be reinforced during instruction.
- (3) **Production of training material.** To include printing and electronic media to support the delivery of the training as required. The Supplier, in accordance with this SOR, will develop training material to aid student learning and produce an aide memoire for all each student to use during the IMP course and for retention afterwards. The content of training material, aide memoires and mapping to support the training scenarios shall be agreed with the Project Officer. The Supplier should expect to be responsible for the cost of product production.
- (4) **Monitoring and Evaluation.** The training package is to incorporate BPST(A) M&E processes. The specific M&E requirements will be defined by the Project Officer once the Supplier is confirmed.
14. **Locations.** Activity is expected to take place in a range of locations including, but not exclusively:
- a. **Home / remote working.** Preparatory work in advance of initial WGs and detailed development of the IMP Pilot course is expected to be undertaken at the Supplier's home location or remotely.
- b. **AU, Addis Ababa or Nairobi, Kenya.** It is expected that the Initial Project WG and the Course Design WG will take place in Addis Ababa or Nairobi to facilitate broad representation from across the AU. Final transition to AU ownership is expected to take place in Addis Ababa.
- c. **Regions / Mission / TCE.** The Pilot IMP Course, and courses during Phases 2 and 3 will be delivered within one of the AU's regions or missions or at one of its TCEs. Locations will be identified during the Working Groups of Phase 1 and refined as the project progresses.
15. **Timings and approach.** The Supplier should use the proposed timings outlined at Paras 7 to 9 for planning. The proposed timings incorporate course preparation in home location, on site preparation, and a period for consolidation immediately on course completion. The aim is for the project to be completed by the end of FY22/23 therefore deviations from, or extensions to, what has been recommended should be highlighted immediately to the BPST(A) Project Officer. In further detail:

³ Contemporary UN PSO themes include Protection of Civilians, Women in Peace & Security, increased threat against peacekeepers.

- a. **Delivery.** The project shall to be delivered in line with paras 7 to 9.
- b. **Preparation at 'home location'.** There will be a requirement to prepare material in advance of the training package, and much of this work is expected to be completed remotely. The Supplier is to outline their preparation plan and identify the number of days estimated to be required for course preparation, to include the refinement and production of associated materials. The Supplier will determine how this work is to be divided between individual instructors; should additional (or less) time be required to prepare for a specific activity, this matter shall be discussed and agreed with the nominated Project Officer but ultimately will be the responsibility of the Supplier to ensure all is in place for delivery of Phase 1 WGs and IMP Pilot course.
- c. **Preparation in location.** Time will be allocated for the Supplier to integrate with other training providers, to prepare training facilities and to finalise the detailed programme on arrival at the training location. Trainers will be required in location 2 working days before the course start date (unless the trainers are already familiar with the training centre).
- d. **Course review.** Whenever an IMP course has been delivered, time will be allocated for the Supplier to conduct an immediate review in location; this will facilitate timely amendments to the product prior to the following course.

16. **Management and Reporting.**

- a. **Project Management.** BPST(A) shall provide, or facilitate provision of, an individual with appropriate experience as the Project Officer for the training activity, responsible for overall coordination and monitoring the performance of the Supplier. The Supplier assigned to the training activity shall report directly to the Project Officer assigned the lead for that activity
- b. **Progress Reporting.** The Supplier will be expected to maintain routine informal engagement with the BPST(A) Project Officer. Formal written progress reports should be submitted at the completion of each phase of the project.

17. **Training Audience.** A detailed audience analysis will take place in Phase 1. Once complete, the BPST(A) Project Officer will coordinate with AU and regional mechanisms to ensure that course participants meet the necessary entry standards as highlighted below:

- a. Major to Colonels, or Police and Civilian equivalent, who are likely to take up staff roles on AU Peace Support Operations at Mission / Operational level.
- b. Already have a working understanding of national planning processes.
- c. Have an appropriate level of English language skills – oral and written – and to have basic computer literacy. (This cannot always be achieved and therefore the Supplier should expect, in certain regions, some of the student body not to have English as their primary language. The Supplier must provide early notice of interpreter requirements; however, student feedback in the past shows they gain understanding through breakout sessions and student discussion groups. The Supplier is to be able to operate under such conditions and should take this into account during the project and course design).

18. Although the Pilot IMP course will be designed in Phase 1, it is anticipated that the student body will be 20-24 for the Pilot course and 24-30 for Phase 2 and 3 courses. This will facilitate syndicates of 8-10 for break-out sessions / classroom-based exercises. Feedback from previous IMP courses conducted by the Eastern Africa Standby Force or a contractor indicates that students like: time to discuss issues; handouts; and to conduct practical exercises. The Supplier should take this feedback into account when producing the programme.

19. **Administration.**

- a. **General administration and Real Life Support.** In collaboration with AU PSOD and RECs, the BPST(A) Project Officer will coordinate administration for students, including joining instructions, local transport, accommodation and feeding arrangements, and medical facilities.
- b. **Infrastructure.** In collaboration with the AU PSOD, RECs and TCEs, the BPST(A) Project Officer will identify and secure appropriate venues and training infrastructure. Classrooms, projectors, flip charts, white boards and stationery will be provided at the relevant venue.
- c. **IT and Communications.** The Supplier will be expected to deploy with its own IT and communications systems. Whilst WiFi is available in all anticipated project venues, it can be intermittent, therefore the Supplier must ensure self-sufficiency to deliver project outputs in the event of internet unavailability.
- d. **Course handouts / materials.** The Supplier shall be responsible for the provision of all course handouts and materials. This should include IMP doctrine and other material to facilitate the course, assist in IMP implementation following the course, and be used as a means of advertising the course throughout the AU.
- e. **Flights, accommodation, subsistence.** The Supplier will be responsible for funding flights from the UK and for accommodation and subsistence for Supplier staff. These costs should be fully demonstrated in the Supplier's submission.
- f. **Transport.** The BPST(A) Project Officer will assist in the provision of transport to and from the training facility for the duration of the training package, if required.

20. **Delivery in a COVID environment.** The impact of COVID-19 is expected to endure for the duration of the project, requiring additional measures to ensure safe training. COVID-19 considerations will be factored into the planning stages of the project (Phase 1a), however the following expectations should be noted:

- a. **COVID secure training 'bubbles'.** In collaboration with the AU PSOD, RECs and TCEs, if required, the BPST(A) Project Officer will be responsible for ensuring that all participants are in possession of COVID-negative certificates prior to training commencing. These will be a national responsibility. The Supplier will be responsible for the testing of its staff prior to training commencing. If required, BPST(A) will be responsible for testing all participants, including the Supplier's staff, at the end of training in order to facilitate onward travel.
- b. **Infrastructure.** In collaboration with the AU PSOD, RECs and TCEs, the BPST(A) Project Officer will be responsible for ensuring that training infrastructure, accommodation, and dining facilities enable social distancing and are appropriately ventilated.
- c. **Personal Protective Equipment (PPE).** In collaboration with the AU PSOD, RECs and TCEs, the BPST(A) Project Officer will be responsible for ensuring that masks and hand sanitiser are provided for all participants. Should the Supplier require additional PPE, it will be the Supplier's responsibility to provide.
- d. **'Actions on' positive COVID-19 test.** In the event of any course participant testing positive, the BPST(A) Project Officer will be the arbiter on actions to be taken. A series of COVID-related protocols should be considered during the planning stages of the project.
- e. **Isolation in the event of a Positive test.** Should a member of the Supplier's staff test positive for COVID-19, all costs relating to self-isolation will be the Supplier's responsibility. The Supplier will not be responsible for financing isolation costs resulting in a positive test within the student body; these will be a national responsibility.
- f. **Quarantine Scenarios.** The supplier is invited to submit costs for the following Quarantine Scenarios:

(1) 10 days quarantine in a hotel on returning to the UK for a 10 day (11 night stay) at the standard rate of £1,750 (as of Jul 21) per person plus the individual's time. Noting that the MOD expectation is not to pay the full daily rate for each individual, for each day unless the time is spent working on the project.

(2) 10 days quarantine at home when returning to the UK, noting that the MOD expectation is not to pay the full daily rate for each individual for each day unless the time is spent working on the project.

(3) 1 day of quarantine in country (x (times) by the required number of days quarantine as dictated locally), noting that the MOD expectation is not to pay the full daily rate for each individual for each day unless the time is spent working on the project

21. **Security.**

a. **Force Protection.** The course will be conducted under the security provisions advised by the respective Defence section and provided by host nation security forces. The Supplier support will operate under the management of the BPST(A) Project Officer who will provide a risk assessment for each phase of the project. The Project Officer shall provide a security brief in coordination with the British Embassy / High Commission on arrival in country for each element of the project.

b. **Insurance.** The Supplier shall be responsible for the provision of personal insurance, company liability and indemnity insurance, travel and medical insurance cover. This should be fully demonstrated in the Supplier's submission.

22. **Intellectual Property Rights.** In accordance with DEFCON 703, at the conclusion of the project, ownership of the Intellectual Property Rights relating to all course material will be vested in BPST(A). Following transfer of all course materials to the BPST(A) Project Officer during Phase 3c, routine management of course materials will be conducted by the AU in order to ensure training extends beyond the scope of the project.

23. The supplier is expected to take all reasonable steps to prevent the sexual exploitation, abuse and harassment of any person linked to the delivery of this contract by both its employees and any downstream partner.

24. The NTE limit for this contract is £0.644M excluding VAT and excluding potential additional costs for quarantine scenarios as listed in Para 20 f.

Annex 2 – Schedule of Prices & Rates

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| Line Number | Specification | DofQ | Total Qty | Delivery Date | Firm Price (£) Ex VAT | |
|--------------------|---|-------------|------------------|----------------------|------------------------------|---|
| 1 | Phase 1a - Initial preparatory work. Preparation for Initial Project Working Group (WG) and Pilot IMP Course Design WG including: drafting WG Terms of Reference, collation of existing doctrine, initial 'Campaign Plan' consideration. | Each | 1 | Sep 2021 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| 2 | Phase 1a - Initial Project WG. Outputs to include: Design overall project 'Campaign Plan' and detailed plan for Phase 1 delivery, identification of IMP best practice and knowledge gaps, Training Audience analysis, identification of training resource requirement, preparation for Pilot IMP Course Design WG. | Each | 1 | Sep 2021 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| 3 | Phase 1a - Pilot IMP Course Design WG. Outputs to include: Training Needs Analysis, confirmation of learning outcomes, outline design of course programme and modules, confirmation of delivery methods, | Each | 1 | Sep 2021 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |

| | | | | | | |
|----------|--|-------------|----------|---------------------|--|---|
| | confirmation of training resource requirements, establish M&E framework. | | | | | |
| 4 | Phase 1a - Pilot IMP Course Development. Detailed design course of programme and modules, complete individual lesson design (including supporting documentation and presentations), scenario development, write course PLANEX, production of all mapping, booklets and associated handouts (potentially based on existing material), detailed design of M&E framework. | Each | 1 | Oct 2021 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| 5 | Phase 1b - Pilot IMP Course delivery and review. Run full course as designed at 6d, validate lesson plans, syndicate work and PLANEX under course conditions, conduct immediate validation and M&E, conduct course review in situ with Pilot student cohort, establish workplan for final refinement. | Each | 1 | Nov/Dec 2021 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| 6 | Phase 1b - Phase 1 review and transition to Phase 2. Fine refinement of course material in preparation for Phase 2, produce Phase 1 report, revalidate project | Each | 1 | Jan 2022 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |

| | | | | | | |
|----------|---|-------------|----------|---------------------|--|---|
| | 'Campaign Plan', confirm Phase 2 delivery timetable, including audiences and locations. | | | | | |
| 7 | Phase 2 - Continental delivery. Course 1 of 4 - IMP course across the continent to enable rapid growth in planning capacity across the AU. Persistent re-validation and improvement of course content. | Each | 1 | Feb/Mar 2022 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |

Options - to be called off as required by the Authority.

Option 1 - Please note that the Authority reserves the right to not call-off this option.

| | | | | | | |
|----------|---|-------------|----------|-----------------|--|---|
| 8 | Phase 2 - Continental delivery. Course 2 of 4 - IMP course across the continent to enable rapid growth in planning capacity across the AU. Persistent re-validation and improvement of course content. | Each | 1 | Apr 2022 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| 9 | Phase 2 - Continental delivery. Course 3 of 4 - IMP course across the continent to enable rapid growth in planning capacity across the AU. Persistent re-validation and improvement of course content. | Each | 1 | May 2023 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |

| | | | | | | |
|-----------|---|-------------|----------|-----------------------------|--|---|
| | | | | | | |
| 10 | Phase 2 - Continental delivery. Course 4 of 4 - IMP course across the continent to enable rapid growth in planning capacity across the AU. Persistent re-validation and improvement of course content. Phase 2 review and transition to Phase 3. | Each | 1 | Jun/Jul 2022 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| 11 | Phase 3a – Train the Trainer (T3) 1 of 2 - IMP T3 courses delivered at continental Training Centres of Excellence (TCE) to building instructional capacity across the AU. | Each | 1 | Aug/Sep 2022 TBC | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| 12 | Phase 3a – Train the Trainer (T3) 2 of 2 - IMP T3 courses delivered at continental Training Centres of Excellence (TCE) to building instructional capacity across the AU. | Each | 1 | Nov 2022 TBC | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| 13 | Phase 3b – Mentored Regional Courses. 1 of 2 - mentored IMP courses, delivered to RECs / Missions by AU instructors trained in Phase 3a, forming a vital step in transition to AU ownership. | Each | 1 | Dec 22/Jan 23 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |

| | | | | | | |
|---|---|-------------|----------|---------------------|-----------------|---|
| 14 | Phase 3b – Mentored Regional Courses. 2 of 2 - mentored IMP courses, delivered to RECs / Missions by AU instructors trained in Phase 3a, forming a vital step in transition to AU ownership. | Each | 1 | Jan/Feb 2023 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| 15 | Phase 3c – Transition to AU ownership. Final validation of course content, T3 procedures, and support to AU to develop continuity plan. Formal transition of ownership to AU and handover of intellectual property to BPST(A). | Each | 1 | Feb/Mar 2023 | | A breakdown of the Firm Price must be provided below (to include Travel, Accommodation and Subsistence costs where applicable) |
| Total Contract Value (Lines 1 to 15) | | | | | £643,944 | |

Option 2 - Quarantine Scenarios

| | | | | | | |
|-----------|---|-------------|----------|--------------------|--|---|
| 16 | (1) 10 days quarantine in a hotel on returning to the UK for a 10 day (11 night stay) at the standard rate of £1,750 (as of Jun 21) per person plus the individual's time. Noting that the MOD expectation is not to pay the full daily rate for each individual, for each day unless the time is spent working on the project. | Each | 1 | As required | | A breakdown of the Firm Price must be provided below |
|-----------|---|-------------|----------|--------------------|--|---|

| | | | | | | |
|-----------|---|-------------|----------|--------------------|--|---|
| 17 | (2) 10 days quarantine at home when returning to the UK, noting that the MOD expectation is not to pay the full daily rate for each individual for each day unless the time is spent working on the project | Each | 1 | As required | | A breakdown of the Firm Price must be provided below |
| 18 | (3) 1 day of quarantine in country (x the required number of days quarantine as dictated locally), noting that the MOD expectation is not to pay the full daily rate for each individual for each day unless the time is spent working on the project | Each | 1 | As required | | A breakdown of the Firm Price must be provided below |

Please add additional lines where necessary

| Line Item 1 | Please provide a breakdown of the Total Firm Price provided at Line 1 above | £ Each | Qty | Firm Price (£) Ex VAT |
|-------------|---|--------|-----|-----------------------|
| i | Consultant | | 6 | |
| ii | Consultant | | 6 | |
| iii | Consultant | | 6 | |
| iv | Project Administrator | | 5 | |
| | Grand Total | | | |

| Line Item 2 | Please provide a breakdown of the Total Firm Price provided at Line 2 above | £ Each | Qty | Firm Price (£) Ex VAT |
|-------------|---|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Project Administrator | | | |
| v | Flights | | | |
| vi | Accommodation | | | |
| vii | DSA | | | |
| viii | Travel | | | |
| ix | COVID Test | | | |
| x | Car | | | |
| xi | Insurance | | | |
| | Grand Total | | | |

| Line Item 3 | Please provide a breakdown of the Total Firm Price provided at Line 3 above | £ Each | Qty | Firm Price (£) Ex VAT |
|-------------|---|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Project Administrator | | | |
| v | Flights | | | |
| vi | Accommodation | | | |
| vii | DSA | | | |
| viii | Travel | | | |
| ix | COVID Test | | | |

| | | | | |
|----|--------------------|--|--|--|
| x | Car | | | |
| xi | Insurance | | | |
| | Grand Total | | | |

| Line Item 4 | Please provide a breakdown of the Total Firm Price provided at Line 4 above | £ Each | Qty | Firm Price (£) Ex VAT |
|-------------|---|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Project Administrator | | | |
| | Grand Total | | | |

| Line Item 5 | Please provide a breakdown of the Total Firm Price provided at Line 5 above | £ Each | Qty | Firm Price (£) Ex VAT |
|-------------|---|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Project Administrator | | | |
| v | Flights | | | |
| vi | Accommodation | | | |
| vii | DSA | | | |
| viii | Travel | | | |
| ix | COVID Test | | | |
| x | Car | | | |
| xi | Kit | | | |
| xii | Insurance | | | |
| | Grand Total | | | |

| Line Item 6 | Please provide a breakdown of the Total Firm Price provided at Line 6 above | £ Each | Qty | Firm Price (£) Ex VAT |
|-------------|---|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Project Administrator | | | |
| | Grand Total | | | |

| Line Item 7 | Please provide a breakdown of the Total Firm Price provided at Line 7 above | £ Each | Qty | Firm Price (£) Ex VAT |
|-------------|---|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Consultant | | | |
| v | Consultant | | | |
| vi | Project Administrator | | | |
| vii | Flights | | | |
| viii | Accommodation | | | |
| ix | DSA | | | |
| x | Travel | | | |
| xi | COVID Test | | | |
| xii | Car | | | |
| xiii | Kit | | | |
| ixv | Insurance | | | |
| | Grand Total | | | |

| Line Item 8 | Please provide a breakdown of the Total Firm Price provided at Line 8 above | £ Each | Qty | Firm Price (£) Ex VAT |
|-------------|---|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Consultant | | | |
| v | Consultant | | | |
| vi | Project Administrator | | | |
| vii | Flights | | | |
| viii | Accommodation | | | |
| ix | DSA | | | |
| x | Travel | | | |
| xi | COVID Test | | | |
| xii | Car | | | |
| xiii | Kit | | | |
| ixv | Insurance | | | |
| | Grand Total | | | |

| Line Item 9 | Please provide a breakdown of the Total Firm Price provided at Line 9 above | £ Each | Qty | Firm Price (£) Ex VAT |
|-------------|---|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Consultant | | | |
| v | Consultant | | | |
| vi | Project Administrator | | | |
| vii | Flights | | | |
| viii | Accommodation | | | |
| ix | DSA | | | |
| x | Travel | | | |
| xi | COVID Test | | | |
| xii | Car | | | |
| xiii | Kit | | | |
| ixv | Insurance | | | |
| | Grand Total | | | |

| Line Item 10 | Please provide a breakdown of the Total Firm Price provided at Line 10 above | £ Each | Qty | Firm Price (£) Ex VAT |
|--------------|--|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Consultant | | | |
| v | Consultant | | | |
| vi | Project Administrator | | | |
| vii | Flights | | | |
| viii | Accommodation | | | |
| ix | DSA | | | |
| x | Travel | | | |
| xi | COVID Test | | | |
| xii | Car | | | |
| xiii | Kit | | | |
| ixv | Insurance | | | |
| | Grand Total | | | |

| Line Item 11 | Please provide a breakdown of the Total Firm Price provided at Line 11 above | £ Each | Qty | Firm Price (£) Ex VAT |
|--------------|--|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Project Manager | | | |
| v | Flights | | | |
| vi | Accommodation | | | |
| vii | DSA | | | |
| viii | Travel | | | |
| ix | COVID Test | | | |
| x | Car | | | |
| xi | Kit | | | |
| xii | Insurance | | | |
| | Grand Total | | | |

| Line Item 12 | Please provide a breakdown of the Total Firm Price provided at Line 12 above | £ Each | Qty | Firm Price (£) Ex VAT |
|--------------|--|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Consultant | | | |
| iv | Project Administrator | | | |
| v | Flights | | | |
| vi | Accommodation | | | |
| vii | DSA | | | |
| viii | Travel | | | |
| ix | COVID Test | | | |
| x | Car | | | |
| xi | Kit | | | |
| xii | Insurance | | | |
| | Grand Total | | | |
| Line Item 13 | Please provide a breakdown of the Total Firm Price provided at Line 13 above | £ Each | Qty | Firm Price (£) Ex VAT |

| | | | | |
|------|--------------------|--|--|--|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Project Manager | | | |
| iv | Flights | | | |
| v | Accommodation | | | |
| vi | DSA | | | |
| vii | Travel | | | |
| viii | COVID Test | | | |
| ix | Car | | | |
| x | Kit | | | |
| xi | Insurance | | | |
| | Grand Total | | | |

| Line Item 14 | Please provide a breakdown of the Total Firm Price provided at Line 14 above | £ Each | Qty | Firm Price (£) Ex VAT |
|--------------|--|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Project Manager | | | |
| iv | Flights | | | |
| v | Accommodation | | | |
| vi | DSA | | | |
| vii | Travel | | | |
| viii | COVID Test | | | |
| ix | Car | | | |
| x | Kit | | | |
| xi | Insurance | | | |
| | Grand Total | | | |

| Line Item 15 | Please provide a breakdown of the Total Firm Price provided at Line 15 above | £ Each | Qty | Firm Price (£) Ex VAT |
|--------------|--|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Consultant | | | |
| iii | Project Manager | | | |
| iv | Flights | | | |
| v | Accommodation | | | |
| vi | DSA | | | |
| vii | Travel | | | |

| | | | | |
|------|--------------------|--|--|--|
| viii | COVID Test | | | |
| ix | Car | | | |
| x | Insurance | | | |
| | Grand Total | | | |

| Line Item 16 | Please provide a breakdown of the Total Firm Price provided at Line 16 above | £ Each | Qty | Firm Price (£) Ex VAT |
|--------------|--|--------|-----|-----------------------|
| i | Red List Hotel accommodation (as at 7 Sep 2021) | | | |
| ii | Consultant | | | |
| | Grand Total | | | |

| Line Item 17 | Please provide a breakdown of the Total Firm Price provided at Line 17 above | £ Each | Qty | Firm Price (£) Ex VAT |
|--------------|--|--------|-----|-----------------------|
| i | Consultant | | | |
| | Grand Total | | | |

| Line Item 18 | Please provide a breakdown of the Total Firm Price provided at Line 18 above | £ Each | Qty | Firm Price (£) Ex VAT |
|--------------|--|--------|-----|-----------------------|
| i | Consultant | | | |
| ii | Daily Subsistence Allowance | | | |
| iii | Accommodation | | | |
| | Grand Total | | | |

Annex 3 – Security Risk Disclaimer

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1. This Annex is not used for this requirement.
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Annex 4 – Processing, Personal Data & Data Subjects

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This Annex is not used for this requirement

This Annex 4 shall be completed by the Controller, where required on a Call-Off Contract by Call-Off Contract basis, who may take account of the view of the Processor, however the final decision as to the content of this Annex 4 shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are: (see 9.1)
2. The contact details of the Processor's Data Protection Officer are:
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Annex 4.

| Description | Details |
|---|--|
| Identity of the Controller and Processor | The Parties acknowledge that for the purposes of the Data Protection Legislation, and in relation to Call-Off Contract 701120374, the Customer is the Controller and the Supplier is the Processor in accordance with Clause 32.1. |
| Subject matter of the processing | The processing is needed in order to ensure that the Processor can effectively deliver the Call-Off Contract to provide the service. |
| Duration of the processing | During the delivery of the services |
| Nature and purposes of the processing | The Processor will have the names of students and their unit details |
| Type of Personal Data being Processed | N/A |
| Categories of Data Subject | |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | |

Annex 5 – Insurances

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REQUIRED INSURANCES (SCHEDULE 3 OF THE FRAMEWORK AGREEMENT REFERS)

CALL-OFF CONTRACT REFERENCE: 701120374

PART A: THIRD PARTY PUBLIC & PRODUCTS LIABILITY INSURANCE

1.INSURED

- 1.1 The Supplier.

2.INTEREST

- 2.1 To indemnify the Insured in respect of all sums which the Insured shall become legally liable to pay as damages, including claimant's costs and expenses, in respect of accidental:

death or bodily injury to or sickness, illness or disease contracted by any person;

loss of or damage to property;

happening during the period of insurance (as specified in Paragraph 5 of this Annex 1 to this Schedule 3) and arising out of or in connection with the provision of the Services and in connection with this Call-Off Contract.

3.LIMIT OF INDEMNITY

- 3.1 Not less than £1,000,000 or 125% of the Charges payable by the Authority to the Supplier during the Call-Off Contract Term (whichever is the greater) in respect of any one occurrence, the number of occurrences being unlimited, but £1,000,000 or 125% of the Charges payable by the Authority to the Supplier during the Call-Off Contract Term (whichever is the greater) for any one occurrence and in the aggregate per annum in respect of products and pollution liability.

4.TERRITORIAL LIMITS

- 4.1 Coverage must extend to cover all aspects of delivery of the Services by the Supplier to the Authority as described in Annex 1 - Statement of Requirement.

5.PERIOD OF INSURANCE

- 5.1 From the commencement date of the Call-Off Contract for the term of the Call-Off Contract and renewable on an annual basis unless agreed otherwise by the Authority in writing.

6.COVER FEATURES AND EXTENSIONS

- 6.1 Indemnity to principals clause.

7.PRINCIPAL EXCLUSIONS

- 7.1 War and related perils.
- 7.2 Nuclear and radioactive risks.
- 7.3 Liability for death, illness, disease or bodily injury sustained by employees of the Insured during the course of their employment.
- 7.4 Liability arising out of the use of mechanically propelled vehicles whilst required to be compulsorily insured by applicable Law in respect of such vehicles.
- 7.5 Liability in respect of predetermined penalties or liquidated damages imposed under any contract entered into by the Insured.
- 7.6 Liability arising out of technical or professional advice other than in respect of death or bodily injury to persons or damage to third party property.

7.7 Liability arising from the ownership, possession or use of any aircraft or marine vessel.

7.8 Liability arising from seepage and pollution unless caused by a sudden, unintended and unexpected occurrence.

8. MAXIMUM DEDUCTIBLE THRESHOLD

8.1 Not to exceed £5,000 for each and every third party property damage claim (personal injury claims to be paid in full).

9. APPLICABLE FIGURE FOR PURPOSES OF PARAGRAPH 7.2 (INSURANCE CLAIMS) OF SCHEDULE 3

9.1 Not applicable.

PART B: PROFESSIONAL INDEMNITY INSURANCE

1. INSURED

1.1 The Supplier.

2. INTEREST

2.1 To indemnify the Insured for all sums which the Insured shall become legally liable to pay (including claimants' costs and expenses) as a result of claims first made against the Insured during the Period of Insurance by reason of any negligent act, error and/or omission arising from or in connection with the provision of the Services.

3. LIMIT OF INDEMNITY

3.1 Not less than £1,000,000 or 125% of the Charges payable by the Authority to the Supplier during the Call-Off Contract Term (whichever is the greater) in respect of any one claim and in the aggregate per annum.

4. TERRITORIAL LIMITS

4.1 Coverage must extend to cover all aspects of delivery of the Services by the Supplier to the Authority as described in Annex 1 - Statement of Requirement.

5. PERIOD OF INSURANCE

5.1 From the date of this Call-Off Contract and renewable on an annual basis unless agreed otherwise by the Authority in writing (a) throughout the term of the Call-Off Contract or until earlier termination of the Call-Off Contract and (b) for a period of 6 years thereafter.

6. COVER FEATURES AND EXTENSIONS

6.1 Retroactive cover to apply to any claims made policy wording in respect of this Call-Off Contract or retroactive date to be no later than the commencement date of the Call-Off Contract.

7. PRINCIPAL EXCLUSIONS

7.1 War and related perils

7.2 Nuclear and radioactive risks

8. MAXIMUM DEDUCTIBLE THRESHOLD

8.1 Not to exceed £5,000 each and every claim.

9. APPLICABLE FIGURE FOR PURPOSES OF PARAGRAPH 7.2 (INSURANCE CLAIMS) OF SCHEDULE 3

9.1 Not applicable.

PART C: UNITED KINGDOM COMPULSORY INSURANCES

10. GENERAL

10.1 The Supplier shall meet its insurance obligations under applicable Law in full, including, UK employers' liability insurance and motor third party liability insurance.

Annex 6 – Supplier Code of Conduct

(APPENDIX B OF THE FRAMEWORK AGREEMENT REFERS)

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1. This Annex is not used for this requirement.

DEFFORM 111

DEFFORM 111

Appendix - Addresses and Other Information

1. Commercial Officer

Name: Liz Harding

Address: HO Commercial, G18 Innsworth House, Imjin Barracks, Innsworth, Gloucester, GL3 1HW

Email: Elizabeth.Harding784@mod.gov.uk ☎☎ 0300 158 4582

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: Lt Col Ashley Wiseman

Address: BPST(A), Nairobi, Kenya

Email: Ashley.Wiseman176@mod.gov.uk ☎☎ +

3. Packaging Design Authority Organisation & point of contact:

N/A

(Where no address is shown please contact the Project Team in Box 2)

☎☎

4. (a) Supply / Support Management Branch or Order Manager:

Branch/Name:

☎☎

(b) U.I.N.

5. Drawings/Specifications are available from N/A

6. Intentionally Blank

7. Quality Assurance Representative: N/A

AQAPS and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD

☎☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD

☎☎ 44 (0) 161 233 5394

9. Consignment Instructions The items are to be consigned as follows: N/A

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. DSCOM, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B.JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

www.freightcollection.com

11. The Invoice Paying Authority

Ministry of Defence, DBS Finance, Walker House, Exchange Flags Liverpool, L2 3YL

☎☎ 0151-242-2000 Fax: 0151-242-2809

Website is: <https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site, Lower Arncott, Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: Leidos-FormsPublications@teamleidos.mod.uk

*** NOTE**

1. Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.

Tenderer's Commercially Sensitive Information Form

| |
|--|
| ITT Ref No:701120374 |
| Description of Tenderer's Commercially Sensitive Information: N/A |
| Cross Reference(s) to location of sensitive information in Tender: N/A |
| Explanation of Sensitivity: N/A |
| Details of potential harm resulting from disclosure: N/A |
| Period of Confidence (if applicable): N/A |
| Contact Details for Transparency / Freedom of Information matters: Name: Chris Gregg Position: Managing Director Address: 63-65 Petty France, Ground Floor, SW1H 9EU Westminster, London, UK Telephone Number: +44 (0) 1235 537006 Email Address: chris.gregg@axiom-international-ltd.com |