



Section 4 Appendix A

CALLDOWN CONTRACT

Framework Agreement with: HERA

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

Framework Agreement Purchase Order Number: 7930

Call-down Contract For: An Independent Review of Results delivered through the BRAC Strategic Partnership Arrangement

Contract Purchase Order Number: 10028

I refer to the following:

1. The above-mentioned Framework Agreement dated 29th November 2019;
2. Your proposal of 20th February 2020

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

1. Commencement and Duration of the Services

- 1.1 The Supplier shall start the Services no later than **17 March 2020** ("the Start Date") and the Services shall be completed by **15 June 2020** ("the End Date") unless the Call-down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.

2. Recipient

- 2.1 DFID requires the Supplier to provide the Services to the Department for International Development Nepal (the "Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed **£193,265.27**. ("the Financial Limit") and is inclusive of any government tax, if applicable as detailed in Annex B.

4. Payment Mechanism

- 4.1 Where the applicable payment mechanism is "Output Payment", invoice(s) shall be submitted for the amount(s) indicated in Annex B and payments will be made when the relevant output is delivered in its final form by the Supplier. Payments pursuant to clause 4.1 are subject to the satisfaction of DFID's Project Officer in relation to the performance by the Supplier of its obligations under the Call-down.

5. Officials

DFID

- 5.1 The Contract Officer is:

REDACTED

- 5.2 The Project Officer is:

REDACTED

Supplier

- 5.3 The Contract Officer is:

REDACTED

- 5.4 The Project Officer is:

REDACTED

6. Key Personnel

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

Name	Position
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED

Any change in the list above must be discussed and approved by DFID before any replacement being implemented.

7. Reports

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

8. Duty of Care

All Supplier Personnel (as defined in Section 2 of the Agreement) engaged under this Call-down Contract will come under the duty of care of the Supplier:

- 8.1 The Supplier will be responsible for all security arrangements and Her Majesty's Government accepts no responsibility for the health, safety and security of individuals or property whilst travelling.
- 8.2 The Supplier will be responsible for taking out insurance in respect of death or personal injury, damage to or loss of property, and will indemnify and keep indemnified DFID in respect of:
- 8.2.1 Any loss, damage or claim, howsoever arising out of, or relating to negligence by the Supplier, the Supplier's Personnel, or by any person employed or otherwise engaged by the Supplier, in connection with the performance of the Call-down Contract;
 - 8.2.2 Any claim, howsoever arising, by the Supplier's Personnel or any person employed or otherwise engaged by the Supplier, in connection with their performance under this Call-down Contract.
- 8.3 The Supplier will ensure that such insurance arrangements as are made in respect of the Supplier's Personnel, or any person employed or otherwise engaged by the Supplier are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.
- 8.4 The costs of any insurance specifically taken out by the Supplier to support the performance of this Call-down Contract in relation to Duty of Care may be included as part of the management costs of the project, and must be separately identified in all financial reporting relating to the project.
- 8.5 Where DFID is providing any specific security arrangements for Suppliers in relation to the Call-down Contract, these will be detailed in the Terms of Reference.

9. Call-down Contract Signature

- 9.1 If the original Form of Call-down Contract is not returned to the Contract Officer (as identified at clause 4 above) duly completed, signed and dated on behalf of the Supplier within **15 working days** of the date of issue on behalf of DFID, DFID will be entitled, at its sole discretion, to declare this Call-down Contract void.

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



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
HERA

Name:

Position:

Signature:

Date:

Section 4 – Appendix A, Annex A

Terms of Reference for An Independent Review of Results delivered through the BRAC Strategic Partnership Arrangement

Section 1: Background

Background

1. The BRAC Strategic Partnership Arrangement II (SPA II) is a £223 million of unearmarked core funding for BRAC's development programmes during April 2016 - March 2021, co-financed by BRAC, the UK Department for International Development (DFID) and Australia's Department of Foreign Affairs & Trade (DFAT). There is an additional Monitoring & Evaluation research component (currently £1.5m approved).
2. Core funding from DFID and Australian DFAT is channelled through a novel approach known as the Strategic Partnership Arrangement (SPA), which allows BRAC to make decisions about where to spend UK funds in support of its strategy. The SPA also supports BRAC's organisational change agenda, helping BRAC become more strategic and more holistic in its programming. DFID, along with the Australian DFAT, provide technical and advisory support. In addition, the SPA strengthens BRAC's institutional capacity and long-term sustainability.
3. BRAC is one of the largest NGO's in the world and the BRAC SPA is DFID's largest single aid programme delivered through an NGO. BRAC Bangladesh has over 4,000 branch offices, 120,000 staff members and its integrated development programme covers an estimated 75% of the population of Bangladesh. BRAC's geographic coverage and scale of operations is unrivalled. BRAC also has international operations and is expanding into Africa and South Asia. The BRAC group consists of BRAC Bank, BRAC Social Enterprises, BRAC microfinance, BRAC University and BRAC's Development Programmes.
4. In Bangladesh, BRAC is implementing programme in all 64 districts in 16 programme areas and providing results under the SPAII partnership. BRAC's organisational strategy sets out to complement the Government of Bangladesh's (GoB) plans in achieving the Sustainable Development Goals (SDGs). BRAC has established itself as a pioneer in recognising and tackling the many different realities of poverty, by utilising a comprehensive approach. Areas include education, health care, social and economic empowerment, finance and enterprise development, human rights and legal aid, skills development, as well as environmental sustainability, climate change and disaster preparedness. The supplier will be working with many (8 to 12) different programme teams. BRAC's climate change programme's 2019 targets are set under the new Climate Change Resilience Framework and results are accumulated from 7 different programmes. Also Details of BRAC and its operations can be found at the following link:
<http://www.brac.net/>
5. BRAC's systems for reporting results were assessed as part of DFID's 2016 and 2017 Annual Reviews. Advisors, including the involvement of DFID's statistics advisors who concluded that BRAC's systems for collating results data was robust.
6. An independent review was undertaken in 2016 and an internal review was done by BRAC in 2017. We are working with BRAC in SPA II to take forward recommendations from this review to

further strengthen reporting, including by linking manual data collection with online MIS and developing a common beneficiary ID.

7. The DFID's 'Single Departmental Plan' (SDP) sets out its strategic objectives and how DFID will achieve them. Several indicators are used to track progress and reported in the DFID annual report, including the areas that BRAC also works in. These cover nutrition, WASH, education, family planning and jobs/livelihoods.
8. Around 35% of DFID's funding to BRAC under SPA II comes from the International Climate Fund (ICF). The ICF Key Performance Indicators (KPIs) are used to track delivery of the UK government's commitment to deliver climate change results. So far, SPA II has only reported on ICF KPI 1, measuring the number of people supported by DFID programmes to cope with the effects of climate change. There may be other KPIs that SPA II could report against.
9. Indicator methodologies have been developed for each of these areas to help track progress. Although these have largely been based on previous DFID Log frame (which is referred as Results Framework in SPA II) indicators, some of these methodologies have been substantially updated.
10. As per the SPA II Results Framework (RF), UK support through SPA II will enable BRAC to deliver the following results over 5 years [which will contribute to the overall DFID SDP and ICF results tracking and reporting]:
 - I. Approximately 4,000,000 children enrolling in BRAC operated schools (including NGO partner schools);
 - II. 2,501,501 eligible couples (ELCOs) using modern contraceptive methods received from BRAC (Total users);
 - III. 128,902 people provided with sustainable access to limited drinking water from improved source;
 - IV. 569,206 people provided with sustainable access to sanitation;
 - V. 39,297,757 services received by people from BRAC services providers (services include reproductive, maternal, neonatal, child and adolescent health, nutrition, non-communicable diseases, disability and eye care quality services);
 - VI. 17,423,104 women and adolescent girls receiving a package of nutrition intervention and additional nutritional support;
 - VII. 78,750 youth placed in jobs;
 - VIII. 2,211,253 people receiving support to better cope with the effects of climate change;
 - IX. 50% of children and adolescent in the BRAC education programme that are girls
 - X. 1,770 non-government secondary schools (PACE) supported; and
 - XI. 57,020 women survivors of violence receiving services such as counselling;
11. The above list of indicators is a subset of the SPA II results framework (which will be shared upon contracting) used for monitoring progress of the programme.
12. BRAC is currently looking for a holistic and integrated approach to Monitoring, Evaluation and Learning (ME&L) which is primarily focused on improving BRAC's capacity to collect, analyse and use performance information to enhance decision-making, and to create evidence. BRAC has recently commissioned a stocktake of existing ME&L systems in all 16 programmes and organization-wide. Based on the stocktaking, BRAC will be developing a framework and system which will capture quantitative and qualitative information.

13. **BRAC have an informative website and suppliers will wish to review SPAI and SPAII Annual Reviews which are published on Gov.UK. Further information/reading material will be provided to the reviewer, once the contract is finalised.**

Section 2: Technical requirements

Introduction

14. DFID Bangladesh is inviting supplier to conduct an Independent Review of results delivered through the BRAC Strategic Partnership Arrangement (SPA II). This is an independent verification of results which is conducted annually before DFID's Annual Review (AR) for SPA II.
15. The Review will provide independent assurance to DFID that the forecast and achieved figures reported to DFID and BRAC head offices are accurate and that the methodologies are being used appropriately. It will also provide assurance to both DFID and BRAC that the process for data collection, management and reporting (including on aggregation) is robust and reliable. The report will make recommendations to improve data systems where needed.
16. The successful supplier will also need to support and build BRAC technical capability on collecting, processing and reporting data, including on the methodology. For 2019, BRAC will report on around 50 output and outcome indicators of SPA II Results Framework (RF). The results are mostly extracted from the internal annual reporting system of the 13 development programmes of BRAC. The SPA II RF have gone through a recent revision and were approved in October 2019. Hence it is important to ensure the quality of the results (including data management process) based on the agreed RF.

The Recipient

17. The primary recipients of the review outcome are DFID and the SPA II partners, DFAT and BRAC. This report may also be of interest to potential partners of BRAC.

The Objectives

18. The overall objective for this review is to conduct an independent assessment of a selection of BRAC reported figures for the SPA II RF that will support the DFID annual review process in 2019. In addition, through this process support BRAC to learn lessons to help improve the underlying data systems and methodologies used.

The Scope/implementation requirements

19. Provide an independent assessment of BRAC's application of the DFID Single Departmental Plan (SDP) and International Climate Fund (ICF) related indicator methodologies for the relevant SPA II RF indicators (and sub-indicators). See **Annex A** (attached separately) for a list of relevant SPA II RF indicators.
- I. Describe the current BRAC results measurement methodologies (including any definitions where needed) used for the SPA II RF indicators that feed into relevant DFID SDP and ICF related indicators reporting.

- II. Assess the alignment between the application of BRAC's methodologies with the relevant DFID corporate methodologies.
 - III. This assessment should include (but not limited to) the validity of the assumptions, aggregation methods, the approach(es) dealing with double counting, etc. used by BRAC. Validity of assumptions used by DFID Bangladesh should also be reviewed.
 - IV. Provide recommendations on the application of BRAC methodologies to better align to the DFID corporate methodologies for the SDP and ICF related indicators, and to improve methodology application generally. Where appropriate, make assessments on whether the recommendations for alignments to the relevant DFID corporate methodologies would decrease the indicators' relevance for programme (SPA II) monitoring.
 - V. Review and recommend whether reporting against any other DFID SDP and ICF Key Performance Indicators (KPIs) is possible. If yes, with each additional indicator proposed, recommend dropping an existing indicator so that the number of indicators reviewed stay the same.
20. For the sample of SPA II RF indicators which do not contribute to DFID SDP or ICF results reporting, provide independent assessment of the BRAC methodologies, assessing aspects such as (but not limited to) validity of the assumptions and aggregation methods, approaches to double counting etc. Provide recommendations for methodological improvements where needed.
21. For the list of SPA II RF indicators listed in **Annex A**, provide independent assurance and verification of the BRAC forecast milestones and targets for calendar year 2020 and Jan-March 2021 from their development programmes.
- I. Building on the work as part of paragraph 19, the review should include (but not limited to) assessments on the validity of the assumptions and the approach taken to estimate the forecast.
 - II. Provide recommendations to improve the robustness of the forecast figures and revisions to forecast figures where needed.
22. For the list of SPA II RF indicators listed in **Annex A**, provide independent assurance and verification of the BRAC development programme reported achieved figures for calendar years 2018 and 2019.
- III. Building on the work as part of paragraph 19, assess the accuracy of the achieved numbers by verifying results are reported as delivered on the ground. The assessment should include (but not limited to) using different approaches to triangulation data to assess accuracy (e.g. using a sample of raw data, beneficiary feedback, etc), assess the risk of double counting, verify calculations and data movements from the field through to the BRAC head office, review alignment of methods used at project level for reporting to the SPA II RF results methodologies, etc
 - IV. Provide revisions to reported achieved figures where needed.
23. Based on the work for paragraphs 19-22, provide a broader system wide assessment of the quality of the BRAC data/monitoring system structures and processes underpinning the sample of SPA II RF indicators listed in **Annex A**.
- I. Describe and assess quality of data process in terms of relevance, availability, reliability, timeliness, integrity, coherence/comparability. A separate assessment should be made for each stage of the process - data collection, data processing/analysis, data consolidation and data reporting.
 - II. Make an assessment on whether the data collected is being used to its full potential, including (but not limited to) programme monitoring.

- III. Provide recommendations to improve the robustness of the data systems.
 - IV. Depending on the timing, either build on the findings of BRAC's Monitoring Evaluation & Learning (ME&L) stocktake or feed into the BRAC's ME&L stocktake.
24. Following the final assessments, provide technical assistance to BRAC to improve their data/monitoring systems especially for the SPA II RF.
- V. Provide clear, specific and actionable feedback to BRAC as part of the recommendations on the quality of the data/monitoring systems and improvements on indicator methodologies.
 - VI. Support BRAC in developing an action plan(s) in response to the recommendations.
 - VII. Facilitate 3 days of workshop with relevant programmes based on those recommendations (after the submission of the final report).
 - VIII. If appropriate, provide additional recommendations on BRAC's ME&L stocktake
25. The in-country mission days (one before final report submission and the other at the end to facilitate the workshop) would include local travel to selected locations specified, meetings/interviews with the main stakeholders, and drafting/report writing.

Deliverables

26. The supplier should deliver the following as per the schedule;
- i. Proposed methodology (including sampling strategy covering 80% of the achieved results and field visit plan) of the review **by 7 working days of signing the contract.**
 - ii. Finalise methodology (including sampling strategy covering 80% of the achieved results and field visit plan) of the review **by 3 working days of receiving comment from DFID.**
 - iii. Fortnightly (minimum) meetings with DFID throughout the period of the assignment to report back with findings and any recommendations relating to results measurements, management and reporting process as well as the wider data system.
 - iv. Provide feedback (meeting and written in bullet points) on preliminary findings from the field visits **within one and half months of starting the work.**
 - v. Submit the structure of the reporting **by 15 April 2020.**
 - vi. Share initial draft report on specific objectives under paragraphs 19-22 **by 30 April 2020.**
 - vii. **Submit final report on specific objectives under paragraphs 19-22 by 10 May 2020.**
 - viii. Share initial draft report on specific objective under paragraph 23 **by 22 May 2020.**
 - ix. Submit final report on specific objective under paragraph 23 **by 15 June 2020.**
 - x. Provide technical expertise to BRAC to build further MEL capability **by June 15 2020.**

Note: All reports must be submitted in the English language and verified by the lead supplier.

Methodologies

27. In order to meet the expectations, the supplier will need to adopt a range of methodologies including the areas under I-VI but not excluding other additional activities.
- I. A desk review of up to seven days (FTE – Full time equivalent) to review documents for process of data collection, cleaning, analysis and use of the data, aggregation and

reporting. Additional documents to be reviewed include BRAC Annual Reflections, SDP/ICF/BRAC methodology notes and any previous results reviews.

- II. Meet with SPA partners and BRAC staff responsible for results reporting to understand the work already undertaken on results. These are also opportunities to get further clarifications from the relevant teams as needed.
- III. Developing a sampling strategy with an aim of covering roughly 80% of total achieved/forecast figures to help with the validation process.
- IV. Based on the sampling strategy, undertake up to 5 field visits (to cover all programmes of which the results will be verified) to locations across Bangladesh (to be agreed by the SPA partners), to include visits to BRAC local branch offices, and interviews with BRAC staff working at the branch and community level.
- V. Based on the sampling strategy, work through microlevel data from BRAC to verify calculations and assess quality.
- VI. Disseminate the findings and recommendations to the relevant stakeholders in a way that is tailored to the target audience.

Constraints/ Dependencies

28. SDP/ICF methodologies cannot be changed, so the review is restricted to assessing alignment and recommendations for better alignment to these. Where appropriate, the supplier should make assessment whether these alignments would infringe up on the relevance for programme monitoring.
29. This review will feed into DFID's Annual Review of 2019 and hence the final report must be submitted by 10 May 2020 (**please see deliverable timeline at paragraph 26(vii)**). There is no scope for time extension for this specific deliverable.

Section 3: Contract Management

Governance

DFID will hold fortnightly (min) meetings with the supplier on progress and performance.

30. DFID Bangladesh's Programme Manager will be the first contact point for the supplier on all matters. Our Statistics Adviser will be providing required technical advice and endorse the deliverables.
31. In case of progress blockages by BRAC, slow delivery or risk realisation, the suppliers issues will be escalated to the Senior Responsible Owner (SRO).

Reporting, Timing and Payment

32. The following simple and concise reports will be needed on a monthly basis;
 - I. Progress against the proposed delivery plan/project plan to meet all the requirements within the ToR and next steps
 - II. Monthly update of risk log
 - III. Monthly update of issues log
 - IV. Monthly finance report including spend to date and forecast against budget.
33. **Technical KPIs -**

Technical delivery will be monitored through regular progress discussions with the supplier on a fortnightly basis against the deliverables set out in the scope and implementation requirements and the deliverables at section 13. There is only 1 KPI set and 60% of the contract fee depends on it;

- i. The final written report will meet **all** DFID's requirements as set out in the entire ToR, and will incorporate DFID feedback and be of an acceptable quality and be provided on time and be fully approved and signed off by DFID.

34. **Programme management KPIs** – The DFID programme team will work closely with the supplier at its fortnightly (virtual or face to face) progress and performance meetings to help keep the project on track. At least monthly DFID Programme Manager will provide feedback to the supplier on their performance in terms of its project management, financial management and communications/stakeholder management. The supplier may need to make improvements following DFID feedback. The following will be considered;

- i. The Performance of the supplier's Team and particularly the Team Lead
- ii. Quality/timeliness/responsiveness of financial reporting/forecasting
- iii. Quality of technical and programme management deliverables
- iv. Communication effectiveness of the supplier including Lessons learned captured and shared

Contract Duration

35. The contract will be for a duration of **three months** with a **desired start date of 17 March 2020 and end on 15 June 2020**, with an option to extend for 15 days (until 30 June 2020). The Review Team should be mobilised rapidly after contract award.

Contract Payment

36. Up to 40% of the contract value will be available for successful completion of the requirements set out under the scope, implementation requirements and deliverables. Due to the criticality of the written report pulling all the assessments and review work together with recommendations, 60% of the contract payment will be available for successful delivery and DFID SRO approval of the final report by the supplier,

37. The supplier is welcome to propose a split of the 40% contract payment against specific milestones bearing in mind that completion of technical support to BRAC is likely to fall after the final report completion. Final payment will take account of actual fees and expenses incurred within the financial limit.

Budget

38. The estimated budget for this review is up to £200,000 (GBP two hundred thousand), inclusive of any applicable taxes.

Section 4: Supplier Selection

Framework Agreement

39. DFID will contract through the Independent Monitoring and Process Evaluation Framework Agreement (IMPERFA) and will be governed by its terms and conditions. This requirement will be a Direct Award under the framework, as per Terms of Reference Clause 37, whereby the next framework participant will be offered to undertake the detailed design and/or implementation of evaluation requirements under Lot 10 - Independent Monitoring South Asia.

Concept Note

40. Only on submission and approval of the concept note will DFID award to the Supplier. For the purposes of this Framework a concept note is a document provided by the Supplier in order to demonstrate to DFID their understanding of the TOR, their approach and methodology to meeting DFID's requirements.

Contents of the concept note (Criteria T1 to T3 as per the Invitation to Tender Volume 1)

- T1. Understanding of the ToR and proposed Methodology
- T2. Work plan
- T3. Personnel

Section 5: General Requirements

Logistics/Security/Health Duty of Care

41. Consultants will organise the three field visits, but with close support from Programme development Resource mobilisation & Learning (PRL), BRAC who will make arrangements for the field visits and help schedule meetings with BRAC staff. BRAC's Head of Strategic Partnership, PRL will be the first contact point for the supplier.
42. For the technical assistance to BRAC, BRAC will arrange for the meetings and workshops at BRAC premises.
43. DFID Duty of Care Risk Assessment for Bangladesh is at Annex B. Suppliers are responsible for the Duty of Care of their own staff.

Supplier Code of Conduct

44. 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 (Code).
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/750988/Supply-Partner-Code-August-2018.pdf

UKAID Branding

45. The bidder will ensure DFID's visibility in their entire work as appropriate. UKAID Branding Guidance –

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/771876/UK-aid-branding-guidance-May-2018a.pdf

General Data Protection Regulation (GDPR)

46. Prior to the review, the supplier shall certify that all information made available to them during the review, whether in data form or told to them in discussion, will be held in confidence and protected under data protection regulation during and after the completion of the review.

Safeguarding

47. DFID safeguard the interests of all our stakeholders, ensuring we comply with the humanitarian imperative to “do no harm” through our actions in all our work. DFID has zero tolerance of sexual exploitation and abuse. We consider this to constitute gross misconduct, and therefore grounds for termination of employment. The supplier should never abuse the trust and power placed in you to benefit yourself or others, including your family.

Modern Slavery

48. The HMG Modern Slavery Statement sets out how UK Government departments must take action to ensure modern slavery risks are identified and managed in government supply chains. The DFID Supply Partner Code of Conduct sets out the expectation for all supply partners to have full awareness of the International Labour Organisation (ILO) principles. The Successful Supplier will be subject to compliance checks which will involve reviewing good practice examples that reflect these principles. Our Code sets out requirements for UN Global Compact sign up and further encourages Ethical Trading Initiative (ETI) membership for our Supply Partners and their delivery chain partners (at compliance level 1). The Successful Supplier will also be encouraged to participate in the HMG modern slavery self-assessment process which in turn will support assurance of their compliance standard.

Procurement Policy Note 05/19

Duty of Care

49. Summary Country Risk Assessment Matrix is attached for your information. At present the risk level is medium with no major concerns or threats envisaged. However, we should like to remind you that responsibility for the well-being of the supplier's Personnel rests solely with the Service Provider. The Service Provider will be responsible for the provision of suitable security arrangements for them and any business property/equipment that will be used during the course of this assignment.

DUTY OF CARE - SUMMARY RISK ASSESSMENT MATRIX

Theme	DFID Risk score	DFID Risk score
	Bangladesh except Chittagong Hill Tracts	Chittagong Hill tracts
OVERALL RATING ¹	3	4
FCO travel advice	2	3
Host nation travel advice	Not available	Not available
Transportation	3	3
Security	3	4
Civil unrest	2	4
Violence/crime	3	4
Terrorism	4	4
War	1	1
Cyclone	3*	3*
Earthquake	3** only in NE	5**
Flood	2	3
Medical Services	3	3
Communications (mobile/satellite)	2	4***
Contract Specific marking		(local NGO will deliver)

1 Very Low risk	2 Low risk	3 Med risk	4 High risk	5 Very High risk
Low		Medium	High Risk	

* = Seasonal Risk only. Bangladesh experiences regular cyclone activity and at times this has led to significant impacts, in particular across the coastal region. Cyclone activity in the Bay of Bengal should be closely monitored from February to April, and from October to December: <http://www.rsmcnewdelhi.imd.gov.in/index.php?lang=en>

** = Seismic risk varies across Bangladesh, the highest being in the east and north of the country, the lowest on the south-east: <http://asc-india.org/maps/hazard/haz-bangladesh.htm>

***in some parts of Chittagong Hill Tracts, satellite signal not possible

¹ The Overall Risk rating is calculated using the Mode function which determines the most frequently occurring value. In most cases in Bangladesh this will reflect highest occurring group of numbers containing 2 or below and/or 3 and above as basis for the calculation of overall Risk Marking.

Appendix A:

Schedule of Processing, Personal Data and Data Subjects

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

Description	Details
Identity of the Controller and Processor for each Category of Data Subject	<p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the following status will apply to personal data under this contract</p> <ol style="list-style-type: none"> 1) The Parties acknowledge that Clause 33.2 and 33.4 (Section 2 of the contract) shall not apply for the purposes of the Data Protection Legislation as the Parties are independent Controllers in accordance with Clause 33.3 in respect of Personal Data necessary for the administration and / or fulfilment of this contract. 2) For the avoidance of doubt the Supplier shall provide anonymised data sets for the purposes of reporting on this project and so DFID shall not be a Processor in respect of anonymised data as it does not constitute Personal Data.



Section 4 – Appendix A, Annex B

REDACTED