

Work Order

This document is a Work Order according to the definitions contained within the provisions of the Services Delivery Agreement (SDA) dated **1st September 2022**, between **BLOOM PROCUREMENT SERVICES LTD** and **ROD JARMAN ASSOCIATES LTD (TRADING AS THE LONDON POLICING COLLEGE)**.

Except where stated herein, all the clauses and conditions specified in the said supplier terms are included herein by reference and form part of this Work Order.

For the avoidance of doubt, the Bloom Standard Terms & Conditions (only where applicable), the SDA and this Work Order constitute the contract between Bloom and the SPS Provider and are hereinafter referred to collectively as the Supplier Terms.

We are delighted to advise that **BLOOM PROCUREMENT SERVICES LTD** have been authorised to obtain the following services on behalf of the Authority.

Project Number:	Project_4881 Contract_9944
Project Name:	NEPRO3 - Police Training manual Development and Training Delivery in Vietnam
SPS Provider:	Rod Jarman Associates Ltd (Trading as The London Policing College)
For the attention of:	██████████
E-mail:	██
Telephone number:	██████████
Address:	46-54 High Street, Ingatestone, Essex United Kingdom CM4 9DW

Description of Specialist Professional Services / deliverables required:

Rod Jarman Associates Ltd have been appointed by Bloom Procurement Services Ltd on behalf of The Secretary of State for the Home Department to work alongside a Vietnamese expert team – to be provided by the Vietnamese People’s Police Academy – to:

Stage 1: design and develop a training manual or a set of training manuals for Vietnamese Law Enforcement on how to collect, handle, preserve and present digital evidence in human trafficking cases

30 working days in total per person for a maximum of two SMEs. Rod Jarman Associates Ltd delivery team will work most of the time in Vietnam alongside the Vietnamese expert

team. SMEs are expected to sit in the PPA premises or at the British Embassy in Hanoi. Pilot Training of PPA cadets and Pilot Training of Trainers.

Stage 2: Delivery of four training classes for PPA cadets and one training class for serving officers

Each course is provisionally 5 days plus two preparation days, so requirement for 35 working days in total per person for a maximum of two SMEs.

Stage 3: Delivery of three training classes for serving officers across Vietnam. Delivery of an Evaluation workshop for selected officers who have attended the training.

Each course is provisionally 5 days plus two preparation days. Evaluation workshop is provisionally 2 days plus 2-preparation day. Requirement for 25 working days in total per person for a maximum of two SMEs.

Outcome 1: Enhanced and materialized procedural practices and methods of seizing and preserving digital evidence in human trafficking investigations.

Output 1.1: Learning gaps and needs are identified

Output 1.2: Content of training manuals and a course plan of the training programme is developed.

Output 1.3: Pilot training(s) is delivered for manual improvement and finalisation.

Outcome 2: Stronger capacity among the law enforcement community especially investigative police when collecting and handling e-evidence during MSHT investigations and prosecutions.

Output 2.1 Training for trainers is delivered forming a pool of trainers for future large-scale training.

Output 2.2 Delivery of training for 130 final year cadets at the PPA using the newly developed training materials.

Output 2.3 Delivery of training for 120 serving police officers, judges, prosecutors, border guards at central ministries and targeted provinces.

Output 2.4 Training material and structure is updated and improved from the evaluation workshop.

Expected outcome 3 - Enhanced relationships and collaboration with UK and international partners on security and tackling SOC, especially on MSHT.

Output 3.1 – Expertise, experience and best practice from the UK is showcased, shared and applied by PPA trainers.

Output 3.2 – Relationship between UK law enforcement and partners with Vietnamese counterparts is established and enhanced through meetings, calls and during the joint working period.

PROJECT MANAGEMENT

The project will be overseen by the Head of Modern Slavery Fund based at the UK Home Office and the British Embassy Hanoi. The delivery in Vietnam will be facilitated by the MSF Project Manager based at the British Embassy Hanoi.

In Vietnam, Rod Jarman Associates Ltd will work with PPA team consisting of lecturers and staff from the Academy. The members of this team will be selected with PPA with appropriate expertise and experiences.

Beneficiaries:

- Directly: Vietnamese People's Police Academy and Vietnamese police officers, judiciary, prosecutors and border guards
- Indirectly: Vietnamese victims of trafficking

Rod Jarman Associates Ltd will have a strong monitoring and evaluation component which can adapt to changes, if needed, and ensure that the project's goals are realised meeting the actual needs of the beneficiary group.

REPORTING

Rod Jarman Associates Ltd will provide to the Programme Manager at the British Embassy Hanoi and the Head of Modern Slavery Fund:

- Quarterly performance reports, supported by quarterly meetings. These will document overall progress on all activities, including associated expenditure, and an assessment of risks and impact against project outcomes, including recommendations for activity adjustment to maximise impact. A template will be provided.
- In FY23-24 and FY24-25, completion report within two weeks of each training class with relevant details such as number of participants, training subjects. The report should analyse participant evaluations, assess the training's overall success in meeting objectives, identify problem areas and make suggestions for improvement.
- A mid-term review meeting will also be held after 15 months.
- Project Completion report at the end of the project evaluating programme impact, reflecting on lessons learnt and making recommendations for future activity. The report must go beyond capturing improved understanding/practices, and also capture real world impact from UK cooperation with PPA since 2018.

The Project Manager at BE Hanoi will act as the formal point of contact for Rod Jarman Associates Ltd for any communication and for agreeing the research approach and outputs. The expectation is for Rod Jarman Associates Ltd to work closely with the Project Manager throughout the contract.

Please refer to 'Milestone reporting and Payment' table below for key milestones and deliverables. In addition to these key milestones, project management procedures will be in place to ensure the quality and timeliness of the project.

Rod Jarman Associates Ltd must identify a central contact point (i.e. a project manager) to deal with all communication with the Home Office. Where Rod Jarman Associates Ltd

may employ sub-contractors, Rod Jarman Associates Ltd must be responsible for managing and employing that sub-contractor.

SUSTAINABILITY

The Home Office requires Rod Jarman Associates Ltd to provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service to all Parties. Rod Jarman Associates Ltd must outline plans for ensuring resources are consistently available throughout the duration of this evaluation e.g. plans for staff replacement, sickness etc.

QUALITY

All activities under this programme must include promotion of human rights standards and international best practice, which will mitigate the risk of human rights abuses resulting from the programme activities. Rod Jarman Associates Ltd must ensure that law enforcement training for Vietnam focuses on training methods and how to conduct impartial investigations, which includes non- human rights infringements.

Rod Jarman Associates Ltd will outline their contingency plans to ensure that the work is subject to appropriate levels of supervision, control and approval by, senior members of the projectteam.

Rod Jarman Associates Ltd will be responsible for quality assurance and sign off all outputs sent to the customer.

Rod Jarman Associates Ltd is expected to proactively review work at all stages and proactively feedback to the customer any issues and suggestions for improvements to design and ways of working.

Rod Jarman Associates Ltd will be required to respond to Home Office and BE Hanoi and peer reviewers' comments on their report, mid-term review and completion evaluation.

CONTRACT MANAGEMENT

Attendance at Contract Review meetings shall be at Rod Jarman Associates Ltd own expense.

LOCATION

Rod Jarman Associates Ltd delivery team will operate intermittently in Vietnam over three years, from January 2023 to May 2024. During the manual write-up period, the delivery team will sit in PPA or BE Hanoi. During the training delivery, training location will be at a target province or to be decided by Ministry of Public Security.

Customer meetings and events will take place virtually or in person or hybrid where it is considered most value for money.

Special licences, consents, conditions required as part of the deliverables?	N/A
Specialist Professional Services Category (Primary)	Organisational and Change Management
Specialist Professional Services Category (Secondary)	Transformation
Commencement Date	18 th January 2023

Completion Date	3 rd May 2024			
Total price payable [REDACTED]	Total: [REDACTED]			
Purchase Order No	[REDACTED]			
Details of agreed expenses	N/A			
Agreed Payment schedule (Milestone schedules to be detailed below)	Payment (Milestones)	X	Detail: Milestones – accordance with Payment Schedule	
	Payment in full option			
	Other			
Insurance Cover required (To be amended in accordance with project requirements or if Enhanced or C&E SDA provisions applicable)	Amount (£)			
	Public Liability	£5,000,000		
	Employers Liability	£5,000,000		
	Professional Indemnity	£2,000,000		
Any further specific requirements	N/A			

Invoicing procedure

The SPS Provider shall complete and submit a Service Delivery Plan via the Technology Platform. This will initiate the Self-Billing Process once approved by the Authority or requirement owner.

Milestone reporting and Payment (Subject to agreed 'Service Delivery Plans')

Description		Deliverables	Planned SDP Submission Date	Total Price
1.1	Payment Schedule 1 – Project_4881 - Police Training manual Development and Training Delivery in Vietnam –HME540691 Milestone 1	Project Initiation Meeting - Project plan of timings, resources and risk register to be produced by the Supplier for agreement with the Authority.	20/01/2023	
1.2	Payment Schedule 2 – Project_4881 - Police Training manual Development and Training Delivery in Vietnam –HME540691 Milestone 2	Development of training manual - Deployment to Vietnam, setting up the author team with PPA, its Terms of Reference, roles and responsibility Collection of data and material for manual development Writing up manual: draft version number 1 and number 2	30/04/2023	
1.3	Payment Schedule 3 – Project_4881 - Police Training manual Development and Training Delivery in Vietnam - HME540691 Milestone 3	Pilot Training - Pilot training for PPA cadets Final version of manual after pilot training	30/06/2023	
1.4	Payment Schedule 4 – Project_4881 - Police Training manual Development and Training Delivery in Vietnam –HME540691 Milestone 4	Pilot Training of Trainers (ToT) class - Development course plan for ToT class Pilot ToT delivery Final version of manual after pilot training	30/06/2023	
1.5	Payment Schedule 5 – Project_4881 - Police Training manual Development and Training Delivery in Vietnam –HME540691	4 training classes for PPA cadets (3rd and/or 4th year students) - 1 training class for serving officers	31/08/2023	

	Milestone 5			
1.6	Payment Schedule 6 – Project_4881 - Police Training manual Development and Training Delivery in Vietnam –HME540691 Milestone 6	3 training classes for serving officers	03/11/2023	
1.7	Payment Schedule 7 – Project_4881 - Police Training manual Development and Training Delivery in Vietnam –HME540691 Milestone 7	Evaluation Workshop - Development of agenda, evaluation tools and preparation Workshop delivery (01 day) Evaluation report	31/01/2024	
1.8	Payment Schedule 8 – Project_4881 - Police Training manual Development and Training Delivery in Vietnam –HME540691 Milestone 8	A completion report with “lessons learnt” and recommendations - A debrief session with Home Office to discuss any issues. A “lessons learnt document” covering the approaches, key assumptions and limitations, as well as achieving future improvements This will be used to support any future rollout.	03/05/2024	
Total:				

Total Price	Commencement Date	Currency
	18 th January 2023	Pounds Sterling

Acknowledgment re supervision and control of SPS Provider personnel

By signing this Work Order and agreeing to the Supplier Terms, the SPS Provider confirms for the duration of the Services provided (subject to the contractual terms governing the Services to be provided):

1. The SPS Provider shall procure that its personnel do not act or operate in a manner which could be perceived in such a way as to infer that the SPS Provider's personnel are employees of the Authority;
2. The SPS Provider shall always ensure that the Authority shall not supervise or control the work being carried out by the SPS Provider's personnel;
3. The SPS Provider is free to determine the personnel it uses to provide the services provided that all personnel meet the standards specified by the Authority (including security clearances where applicable);
4. The SPS Provider shall not assume any line management responsibility for any of the Authority's employees;
5. The SPS Provider shall use their own equipment to deliver the Services, except where the provision of equipment by the Authority is necessary for security purposes;
6. The SPS Provider shall determine their own place and hours of work, except where the nature of the project naturally enforces restriction e.g. attending project meetings at client site during business hours;

If at any time, the SPS Provider fails to comply with the above terms, this shall amount to a material breach of the Work Order which is not capable of remedy for the purposes of the termination clause of the SDA and this Work Order will be terminated with immediate effect. If the SPS Provider breaches these provisions it may be liable for the payment of income tax or national insurance contributions.

ANNEX 1 – to record permitted project specific processing of personal data

1. The Contractor shall comply with any further written instructions with respect to processing by the Data Controller.
2. Any such further instructions shall be incorporated into this Schedule and this Schedule may be amended at any time during the Term by agreement in writing between the Data Controller and the Contractor to ensure that the description and detail set out in this Schedule with regard to the processing of personal data reflects the arrangements between the Parties, is accurate and is compliant against the Data Protection Legislation.

No	Description	Details
1	Subject matter of the processing	There will be no processing of personal data or information in the delivery of this requirement.
2	Duration of the processing	18 th January 2023 - 3 rd May 2024
3	Nature and purposes of the processing	n/a
4	Type of Personal Data	n/a
5	Categories of Data Subject	n/a
6	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	n/a

ANNEX 2

1. This Annex lists the sub-processors that the Data Controller has authorised the Contractor to use in accordance with the Supplier Terms.
2. The Data Controller may, at any time and upon such notice as is reasonable in the circumstances, withdraw its approval in relation to any or all sub-processors listed within this Annex and upon such withdrawal the Contractor must immediately cease using that sub-processor.
3. If the Contractor wishes to propose a new sub-processor for approval, it must provide written notice to the Data Controller detailing the identity of the proposed sub-processor, the nature of the sub-processing and confirmation that a written contract in relation to the sub-processing is in place between the Contractor and the sub-processor. The Data Controller must not unreasonably refuse or delay approval.

4. The Data Controller may at any time and upon reasonable notice request copies of the contracts between the Contractor and its approved sub-processors in relation to the sub-processing.

Sub-contractor details: (name, address and company registration number)	Nature of sub-processing:	Commencement date and term of contract between Contractor and Sub-processor:
N/A	N/A	N/A

Signature Area

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]